Job Title: Worker's Compensation Specialist  Exemption Status/Test: Exempt
Reports to: Director of Risk Management  Date Revised: January 24, 2018
Dept. /School: Risk Management

Primary Purpose:
Ensure that all workers’ compensation injuries, reports, statements, and third party claims are handled properly and in accordance with the law.

Qualifications:

Education/Certification:
Master’s degree

Experience:
Two to five (2-5) years’ experience successfully adjusting claims, or other relevant safety experience

Special Knowledge/Skills:
Good oral and written communication skills
Knowledge of workers’ compensation laws and procedures
Ability to present and teach worker’s compensation rules/regulations to district employees
Ability to present safety programs to employees in an effective manner
Ability to track claim information, expenses

Major Responsibilities and Duties:
1. Effectively communicate, coordinate, and meet with doctors, employees, adjusters, supervisors, and urgent care providers.
2. Coordinate information and claims with the insurance companies and third party administrators.
3. Investigate injuries and coordinate visits with injured employees.
4. Coordinate and control litigation on claims with attorneys and insurance carriers.
5. Assist with safety programs.
7. Ensure compliance with rules and regulations of the of the Texas Workers’ Compensation program.
8. Represent the district at official hearings and legal forums.
9. Exercise independent judgement in decisions that affect employee health, safety, and welfare.
10. Monitor approximately 360 claimants and their work comp claims on a day-to-day basis.

Supervisory Responsibilities:
None.
Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher, radio communication equipment

**Posture:** Ability to sit for prolonged periods of time; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Continual sitting and reaching; repetitive hand and arm motions

**Lifting:** Occasional light lifting and carrying (up to 30 pounds)

**Environment:** Frequent prolonged and irregular hours, rotating early and late shift work; work outside and inside

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.