

## **Workers' Compensation and Unemployment Analyst**

### **DEFINITION:**

Under direction of the Associate Superintendent of Human Resources or designee, the job of Workers' Compensation and Unemployment Analyst is for the purpose of planning and coordinating Folsom Cordova Unified School District (FCUSD) claims management, overseeing the industrial leave of absence and return-to-work program; and is responsible for responding to unemployment (UI) claims, providing evidence for the UI claim, appealing decisions, and represent FCUSD before the California Unemployment Insurance Appeals Board (CUIAB) hearings with the Administrative Law Judge and FCUSD Employee. The incumbent also issues yearly reasonable assurance letters to employees and substitutes, coordinates both Classified and Certificated Catastrophic Leave banks, working closely with the committee members and union representatives, and assists in processing reasonable accommodation requests in coordination with the Leaves Specialist. This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position, and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position.

### **QUALIFICATIONS:**

Experience: Minimum of three years of increasingly responsible and varied experience in the administration of unemployment and workers' compensation programs preferred. Experience working in the public school district is highly preferred. Any other combination of training and/or experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Education: Equivalent to completion of two years of college. (Responsible personnel position may be substituted for education on a year-for-year basis.)

Certificates and Licenses: A valid Driver's License.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents of positions in this class work with independence and exercise sound judgment in applying policies, rules, State and Federal Laws. This is a specialty classification performing technical and complex analytical tasks that support the human resources department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Duties may include but are not limited to the following:

- Commits to honoring FCUSD's mission, vision, and core values and collective bargaining agreements.
- Coordinates, processes, and maintains employee industrial leave reporting and records.
- Plans, organizes, and implements the activities and operations of workers' compensation, manages the district-wide Return-to-Work program, and bridge assignment compliance.
- Performs a variety of complex and technical personnel duties in support of the District's Absence Management and Transitional Return-to-Work programs; ensures compliance with applicable laws, codes, rules, and regulations; maintains confidentiality of sensitive and privileged information.
- Oversees transitional Return-to-Work program that facilitates the process of returning employees to work.
- Processes return-to-work documentation and related materials in accordance with applicable laws, codes, rules, and regulations.
- Consults with workers' compensation medical professionals regarding disability management, length of recuperation, work restrictions, and special accommodations.
- Coordinates and collaborates with the payroll department regarding industrial leaves of absence; monitors industrial leaves of absence and issues timely employee notices regarding industrial leave balances; schedules, coordinates, and prepares documentation for Interactive Accommodations Meetings (IAM).
- Exchanges information, resolves issues, and coordinates industrial leaves of absence and return-to-work-related activities with Third Party Administrators, district personnel, claims examiners, attorneys, investigators, medical personnel, and other outside agencies.

- Assists in the interpretation and implementation of new laws or proposed legislation relating to workers' compensation and unemployment, District policies, collective bargaining agreements, and procedures.
- Ensures confidential, quality customer service is provided to employees and others seeking assistance; maintains confidentiality of sensitive and privileged information.
- Communicates with employees, administrators, EDD, claimants, and outside agencies such as insurance providers and administrators to coordinate activities, resolve issues and conflicts, ensure clear communication of policies and procedures and district-wide compliance.
- Attends and participates in a variety of meetings, conferences, and workshops to maintain current knowledge of State & Federal laws, codes, rules and regulations related to assigned functions.
- Serves as a backup for the Leaves Specialist.
- Other related duties may be assigned consistent with the knowledge, skills, and abilities required for the job.

**KNOWLEDGE:**

- California Education Code, Administrative Code, Labor Code, California Code of Regulations, Code of Federal Regulations and other laws, codes, and regulations pertaining to industrial injuries; fundamental employment laws, codes, and regulations including CFRA, FHA, FMLA, PDL, and application provisions of collective bargaining agreements.

**ABILITIES AND SKILLS:**

- Ability to plan, prioritize, and organize work to meet deadlines, schedules, and timelines.
- Technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; organizing and communicating information and concepts; planning and managing projects; and using pertinent software applications related to workers' compensation and unemployment.
- Ability to analyze and logically evaluate information, proposition, and claims, choosing optimal courses of action in a timely manner. Understand, interpret, and ensure compliance with laws and regulations.
- Apply technical subject matter to the job.
- Initiate tasks and focus on accomplishment. Focus on the details of work content, work steps, and final work products.
- Remain calm under pressure, challenge, or adversity.
- Maintain trust through honesty, adherence to principles, and personal accountability.
- Communicate effectively in writing.
- Attend to the needs and expectations of stakeholders.
- Guide and encourage others to accomplish a common goal.

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include the ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.
- Attend Unemployment Hearings at the California Unemployment Insurance Appeals Board.