

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Workers' Compensation & Wellness Coordinator**

**Department:** Administration

**Pay Grade:** 511

**FLSA Status:** Exempt

**Job Code:** A509

#### **JOB SUMMARY**

The purpose of this classification is to oversee and coordinate the City's Workers' Compensation program and Wellness programs and to assist in other necessary Human Resource functions.

#### **ESSENTIAL JOB FUNCTIONS**

- Coordinates workers' compensation program by obtaining on the job injury/accident reports, filing applicable paperwork and ensuring that managers and employees have proper information; monitors the injury and claim should the employee require medical attention and lost time; acts as a liaison between the employee and outside parties; may attend meetings or hearings on the City's behalf. Maintains files and completes reports as required.
- Maintains effective communication with injured employees, attorneys, third party administrators, medical professionals, medical review officers, managers and supervisors and serves as the first point of contact in regard to workers' compensation claims.
- Interprets, explains, and applies all applicable federal, state, and local policies, procedures, laws, rules, regulations, and standards: initiates any actions necessary to correct deviations or violations.
- Produces written documents, such as letters, memos, and reports, in order to obtain information regarding injured workers and respond to questions, etc.
- Coordinates light duty employment programs with departments, health care providers, third party administrators and others.
- Assists with the design and implementation of City's safety programs including safety training/education; conducts safety meetings with all levels of the organization.

- Conducts and assists in the development of presentations to inform, update, and train employees and regarding various workers' compensations laws and claims handling procedures.
- Analyzes loss data to identify trends and measures the effectiveness of safety specific programs.
- Develops, coordinates and implements the health and wellness program for the City. Co-chairs wellness committee and schedules periodic meetings; recommends and implements new wellness programs and/or enhancements. Schedules facilitators for classes and programs.
- Coordinates employee medical leave and/or job accommodations (Family Medical Leave, disability, temporary modified duty, etc.); obtains supervisor or director approval, tracks hours used by employee.
- Receives various forms, reports, correspondence, invoices, statements, status reports, census data, enrollment/change forms, enrollment materials, summary plan descriptions, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e mail, Internet, or other computer programs.
- Maintains file system of various files/records for the department; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.
- Communicates with director, other departments, department managers/supervisors, City officials, employees, retirees, family members, attorneys, insurance representatives, third party administrators, medical providers, state agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Attends meetings, serves on committees, and makes presentations as needed.
- Maintains confidentiality of departmental issues and documentation.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires an Associates degree in Human Resources or a related field and/or minimum of five years related professional experience. Bachelor's degree preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Possession of a Certified Workers' Compensation Professional certification is required within one year of employment.

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

**Special Requirements:**

- None

**Knowledge, Skills and Abilities:**

- Knowledge of the Georgia's Workers' Compensation laws, statutes, liabilities, and procedures; industrial safety concepts; claims management practices; medical, insurance, and legal terminology related to the cause and treatment of occupational injuries and diseases; operating a calculator, and a PC; counseling employees; resolving complaints and disputes; and driving a non-commercial vehicle.
- Ability to communicate effectively both verbally and in writing; ability to work independently.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*