

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Disability & Risk Management Specialist	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9752	WORK YEAR:	12 Months
DEPARTMENT:	Risk & Disability Management	SALARY:	Range 46 Salary Schedule F
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	06-01-10
		HR REVISION:	04-02-18

BASIC FUNCTION:

The Disability & Risk Management Specialist position requires specialized knowledge of state and federal laws related to disability management. Directly support the activities of disability management department involving processing District's workers' compensation programs, ADA accommodation request, disability retirement programs, and other related responsibilities as assigned. Coordinate with the workers' compensation third-party administrator School Insurance Authority (SIA) and/or other Joint Powers of Authority within the following areas: injury reports, temporary modified duty, disability payment coordination, payroll information, absence reporting, research on claim history, and other areas as needed to ensure accurate and timely payment of workers' compensation, non-industrial work related benefits and entitlements. Must utilize independent judgement involving frequent public contact.

DISTINGUISHING CHARACTERISTICS:

The Disability & Risk Management Specialist's knowledge and capabilities encompass disability management, payroll and personnel, as well as an understanding of the systems on which these functions run. The Disability & Risk Management Specialist has specialized knowledge in the areas of disability management, disability retirement plans, and worker's compensation.

The Disability & Risk Management Specialist may perform in a team or project leader capacity on special projects assigned by the Supervisor. The Disability & Risk Management Specialist acts as a technical resource and provides guidance to sites, departments, and third party administrator.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Within the scope of Health Insurance Probability and Accountability Act of 1996 (HIPPA), assure that District employees' health information is properly protected while allowing the flow of health information needed to meet all ADA compliance District-wide; support the supervision of District review in the interactive process; and analyze, review, and implement contract administration with all District bargaining agreements. **E**

Perform advanced payroll duties as it relates to disability management and workers' compensation; assist in the distribution, coordination, and completion of disability retirement; perform, analyze, and explain complex disability retirement transactions; acts as a resource to sites, departments, outside agencies, and third party administrator; participate in disability interactive process, train, and provide work direction to others; and train and advise District staff on disability management procedures and processes. **E**

Assist in the distribution and coordination of disability management work; prepare and maintain reports necessary for the coordination of workers' compensation pay entitlements under stringent time limits. **E**

Reconcile and analyze workers' compensation and non-industrial related payroll information; correct monthly error reports generated from multiple payrolls; and work with the payroll department to balance and resolve the more complex discrepancies in conjunction with supervisor with disability management related payrolls, sick leave, and vacation credits. **E**

Maintain comprehensive records and process all changes regarding disability management, employee disability retirement programs; prepare written reports; closely monitor documents received from other departments; and interpret personnel, payroll, and benefits information. **E**

Audit ADA and temporary transitional duty time sheets received from all District locations, make necessary information readily available, and correct when necessary; review and maintain ADA accommodation requests; and evaluate and maintain employee medical files. **E**

Prepare forms for disability service retirement; verify information in respect to rules and regulations according to District policy, California Education Code, bargaining agreements and governing county, state, and federal agencies; and prepare separation and advance information forms for disability retirement and county, state, and federal benefits. **E**

Prepare forms for former employees who have terminated, as well as miscellaneous forms sent by retirement agencies, law firms, and governing agencies for the purpose of disability management. **E**

Perform, analyze, and explain complex financial transactions and difficult mathematical work; perform complex, detailed, and accurate computer functions using the District's payroll/finance system, Microsoft Office programs, and Google documents; and operate and understand system functions related to assigned duties. **E**

Compute leave entitlements, e.g., sick leave credits, vacation accruals and benefit entitlements; provide technical information to comply with bargaining agreements, county, state, and federal agencies. **E**

Interpret union contracts within bargaining units, policies, and procedures related to payroll, retirement, and the application of sick leave and benefits; utilize multiple computer database programs to produce reports and analyze data. **E**

Provide detailed/technical information and written reports concerning disability management program's District policies, procedures, and maintain established guidelines including confidential or sensitive issues; provide disability management training to sites and departments. **E**

Attend disability management workshops to maintain current with industry; attend meetings; and prepare and transmit information related to disability management. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree in business, finance, human services or related area; and four years of responsible experience in workers' compensation and disability management, administrative support, record-keeping, and project management.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software QWIZ testing program preferred as follows:

- Keyboarding55 Correct WPM
- Word.....80% Overall Score
- Excel or Access80% Overall Score
- Payroll80% Overall Score

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Methods and practices of disability management, retirement, and workers' compensation financial record keeping.
Rules, regulations, laws, and policies governing disability retirement, preferably including California school districts.
Methods and processes of statistical analysis and data reporting.
Principles of providing training and work direction to others.
Current business office procedures and equipment including 10-key and computer skills.
Report writing methods and techniques.
Applicable sections of California Education Code and other state and federal laws.
Bargaining unit contracts, policies, and procedures.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Effective oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Operations, procedures, specific rules, and precedents of disability management, disability retirement, and workers' compensation processes and practices.
Operation of a computer, related software, and standard office equipment.

ABILITY TO:

Perform advanced, disability retirement, workers' compensation, non-industrial injuries and financial analysis and record-keeping work.
Independently analyze and learn complex state and District laws, regulations, rules, and policies.
Maintain records and prepare, balance, and correct monthly reports.
Assist in the distribution, coordination, and completion of disability retirement assignments.
Perform, analyze, and explain complex payroll coordination, disability retirement, and workers' compensation transactions.
Train and provide work direction to others.
Perform computational tasks with speed and accuracy.
Work with computer systems and networks to perform a variety of specialized technical duties.
Learn, understand, and use database management programs.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Operate a computer, related software, and standard office equipment.
Complete work with many interruptions; meet schedules and timelines.
Understand and work within scope of authority.
Work confidentially with discretion.
Analyze situations, and adopt an effective course of action.
Establish and maintain effective working relationships with school officials, administrators, and employees.
Communicate effectively both orally and in writing.
Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; fast paced work with fixed deadlines; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard and 10-key calculator; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

(Former title: Payroll Benefits Specialist; Benefits Specialist)

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

Jorge A. Aguilar, Superintendent

Date