

**SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION**

03/16	Workers Compensation Analyst	2.4.1.1
Effective Date	Job Title	Index

**PURPOSE**

To improve student achievement by providing duties related to safety, loss control, and risk management such as inspection of District property, analysis and processing of claims, and assisting in the development of procedures and methods to achieve set objectives.

**CLASS CHARACTERISTICS**

Employee performs a range of highly responsible duties that require technical knowledge of assigned area of responsibility. Employees at this level are required to be fully trained in all regulations, laws, policies and procedures related to their job duties.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned administrator. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed periodically to assure compliance to standards and measured results.

**ESSENTIAL FUNCTIONS OF THE JOB** – May include, but are not limited to, the following:

NOTE: Actual job duties may vary based on department and/or function.

Compiling, analyzing, evaluating, and collecting loss information and statistics for various assigned District programs and reports.

Developing and providing training to District staff.

Assisting District staff in designing and implementing loss control measures.

Ensuring District compliance with state and federal rules, regulations and laws.

Creating, updating, maintaining and processing records and files.

Processing loss and liability claims for theft of District property and workers' compensation program, identifies potential settlement opportunities for the District.

Processing, analyzing, and recommending claim settlements in assigned area(s) of responsibility at established dollar limits.

Coordinating and promoting light duty opportunities for injured workers within the scope of union contracts, District policies, and workers' compensation statutes.

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Working directly with injured worker, physician, and management to return injured workers to temporary modified positions when appropriate.

Ensuring maximum program reimbursement for Employer-At Injury Program.

Assisting the District in proper administration of the workers' compensation re-employment and re-instatement regulations for injured workers who qualify.

Researching and preparing correspondence and reports.

Providing appropriate information to a variety of organizations and individuals.

Serving as a resource and liaison by coordinating information between external agencies, internal customers and claimants.

Providing technical assistance to employees, supervisors, unions, and others as necessary.

Arranging, facilitating and organizing meetings and training sessions as necessary.

Interprets and explains practices, rules, policies, procedures, and regulations affecting loss control and District cost containment objectives.

Performing related duties consistent with job description and assignment

Maintaining regular and consistent attendance and punctuality.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of safety, loss control, claims administration, and risk management.

Workers' compensation and return to work laws and regulations.

Legal and medical terminology related to workers' compensation.

Work organization and research techniques sufficient to collect, analyze and interpret data.

Rules, policies, laws, relating to risk management and safety issues.

Basic office practices, including organization, data entry, record keeping, computer equipment, and computer software applications including claims processing techniques.

Problem solving and analysis of data.

Principles and procedures of record keeping and reporting.

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**Ability to:**

Interpret, apply, and explain policies, practices, laws, codes, and procedures.

Independently plan and effectively fulfill responsibilities of assigned area of work.

Compile and analyze data.

Prepare complex technical reports and correspondence.

Work independently with little supervision.

Work effectively in a team environment.

Maintain highest level of confidentiality in all matters.

Type at a speed necessary for successful job performance.

Exercise diplomacy and tact when dealing with others.

Communicate clearly and concisely, both orally and in writing workers' compensation rules and processes to a diverse audience.

Establish and maintain cooperative-working relationships with other employees and the general public.

Provide excellent customer service.

**EXPERIENCE AND TRAINING**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- **Experience:**  
Two years of responsible safety and/or risk management experience.

- **Training:**  
Successful completion of the workers' compensation claims examiner certification program recognized by the Workers' Compensation Division of Oregon.

Equivalent to an Associate degree from an accredited college or university with major course work in risk management, safety, business or a related field.

**Work Environment:**

Climate controlled office setting with possible exposure to low to high noise intensity levels.

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High level of contact with district personnel, and moderate contact with outside agencies/community.

**Physical Requirements:**

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Workers Compensation Analyst

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_