



Classification Summary

Performs administrative, secretarial and clerical duties to administer various employee assistance programs as assigned requiring research and analysis of related issues and problems and recommendations for resolution in accordance with state law and district policy and procedure. Requires record keeping and files management, preparation of required reports and extensive public contact and interaction.

Distinguishing Characteristics

This class is distinguished from other Administrative Assistant classes by the emphasis on administration of workers compensation claims and case management, safety and employee benefits programs.

Supervisory Relationships

Reports to and receives program direction and specific work assignments from the Personnel Assistant for employee benefits, safety and workers compensation.

Examples of Duties

1. Monitor workers compensation claims. Manage the more difficult claims requiring liaison between the injured worker, caseworkers, doctors and employer. Contact injured worker and relay program information and offer program services.
2. Monitor time loss payments.
3. Maintain repeated follow-up contacts with injured workers to monitor progress, maintain effective relationships and encourage early return to work.
4. Coordinate serious cases involving injury analysis, task analysis, job modification, liaison with employee's supervisor and physicians, and insurance carrier's staff.
5. Conduct a return to work program which involves developing light or limited duty assignments, gaining the physician's approval of assignment, preparation of detailed job analysis and descriptions, coordinate the return with Personnel Administrators and the injured employees supervisor, communicate this process to the injured employee and follow-up on the progress of the employee.
6. Conduct an analysis of employee injuries to determine areas of high incidence of injuries.
7. Communicate safety information to employees and supervisors.
8. Identify injured workers who may be candidates for rehabilitation and work with insurer, employee, and physician to determine if the worker cannot return to the job.
9. Conduct first step analysis of the worker's skills, abilities, limitations, and analyze alternative job reassignment within the district.
10. Where reassignment is not possible within the district, work with insurer, rehabilitation organization, physician, and other medical agencies, and employee to conduct a formal, rehabilitation program resulting in the employee gaining employment elsewhere.
11. Maintain safety program records including student accidents, employee accidents, fire drills, OSHA reports, inspections, and corrective actions.
12. Develop and maintain the hazardous materials list and the material safety data sheet library.
13. Analyze accident data to determine program performance.
14. Receive and review new employee benefit enrollment applications.
15. Notify employees and assist in changes in status of applications.
16. Survey employees to update enrollment data including coverage under more than one plan.
17. Assist employees in their inquires and questions about coverage and benefits.
18. Assist in the design, production and distribution of printed employee information about the district benefit plans.

19. Provide benefits information to new employees.
20. Assist in providing benefits information to terminating employees and surviving dependents as required by law, plan and collective bargaining agreements.
21. Maintain file and record keeping system of all correspondence with carriers, contracts, consultants and bargaining units.
22. Maintain supplies of enrollment applications, information booklets, health bulletins and booklets and distribute upon request.

Required Knowledge, Skills and Abilities

1. Knowledge of administrative, secretarial and clerical office practices and procedures.
2. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
3. Ability to read, interpret and apply complex federal, state and district rules, regulations, contracts, policies, and procedures.
4. Ability to establish and maintain effective relationships with injured clients, vendors, administrators, school staff, and the general public.
5. Knowledge of personal and work safety hazards.

Minimum Qualifications for Class Entry

1. Previous training or education in administrative, secretarial and clerical practices and procedures including operation of computerized office equipment.
2. Ability to type 60-80 wpm with accuracy.
3. Four years experience in secretarial and clerical work requiring extensive public contact and interaction and increasing responsibility for a functional area.
4. Possession of a valid driver's license.

Work Environment

Incumbents work in a standard office setting in a centralized personnel department. May be required to operate a vehicle preferred.