



WORKERS COMPENSATION CLAIMS ANALYST

GENERAL RESPONSIBILITIES

Under the direction of the Risk Manager, the position is responsible for the timely processing and handling of the division's workers' compensation claims as required by the Virginia Workers' Compensation Commission.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as liaison between employees, health care professionals, third party administrator (TPA), attorneys, and state and federal agencies for both the workers' compensation program, and the Bloodborne Pathogens Safety Program.
- Establish and maintain accurate records of individual claims.
- Resolve claims, billing, sick leave/payroll, work-related disability, and compensability/denial issues; communicate with appropriate individuals regarding the status of these issues.
- Calculate sick leave and/or payroll deductions for lost time claims and provide information to TPA, human resources, payroll, and attorneys when necessary.
- Prepare proposals for financial settlement of claims for the Risk Manager; advise TPA on appropriate actions.
- In the absence of the Risk Manager, represent the school division at Virginia Workers' Compensation Commission (VWCC) hearings for disputed claims, as needed.
- Review and adhere to School Board Regulations regarding workers' compensation, temporary alternative duty and sick leave.
- Facilitate the process to provide injured employees with alternative duty assignments or creating light duty or restricted duty assignments based on prescribed medical restrictions in accordance with regulations.
- Coordinate the return-to-work process for employees with the TPA; communicate the employee's return with schools/departments as appropriate.
- Review all Employee Injury Investigation Reports to determine Occupational Safety and Health Administration (OSHA) recordability.
- Create employee incident reports for the Risk Manager, as requested.
- Maintain monthly log and Summary of Occupational Injuries and Illnesses; prepare the annual Survey of Occupational Injuries and Illnesses for submission to the Department of Labor.
- Consult with the Occupational Safety Specialist regarding work place incident/injury investigations to determine possible safety violations; report to Risk Manager and TPA as necessary.
- Review monthly financial statements of workers' compensation expenses; prepare request for payment along with requisitions for quarterly TPA fees, annual Tax Assessments, and annual Excess Insurance premiums.
- Assist in the preparation of Request for Proposals, review of submitted bids, and the negotiation of new contracts for workers' compensation TPA.
- Create, maintain, and distribute workers' compensation incident reporting materials to schools/departments.
- Consult with Coordinator of Student Health Services and individual school nurses on exposure issues; assist in the annual orientation program for school nurses.
- Review the OSHA Bloodborne Pathogens Standard and update the VBCPS Exposure Control Plan as necessary.
- Cross-train with the Insurance Claims Analyst (Auto, Property & Liability); serve on various committees (Executive Safety Committee) as assigned.
- Perform related work as assigned.



KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of the Virginia Workers' Compensation Act and the VBCPS Exposure Control Plan for Bloodborne Pathogens Safety and the OSHA Recordkeeping Standard. Must have a general knowledge of school administration operations. Must have the ability to perform statistical analysis on employee incidents. Must have the ability to develop and present ideas effectively and communicate in both oral and written form. Must have the ability to establish and maintain collegial working relationships with administrators, employees, and outside agencies. Must be able to work independently as well as part of a team. Must be skilled in all areas of Microsoft Office Suite along with the use of technology in reporting, analyzing, and processing workers' compensation claims.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED

Preferred:

Associate degree in the risk management field, or five (5) years in the workers' compensation field or other related occupation.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing, stooping, and crouching, and driving. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, fumes, gases, unpleasant odors, extreme vibrations, hazards such as moving vehicles, diseases, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.