

Workman's Compensation, Risk Management, & Human Resources Technician

Basic Function

Under the direction of the Assistant Superintendent, Business Services and the Director II: Human Resources, performs work for the purpose/s of assuring accuracy and compliance of preliminary report/spreadsheets, monthly audits of sick leave, paid vacation, leave without pay, seniority, longevity, and Industrial Leave; provides State and District personnel with requested information for accurate payment to District employees with work injuries. Assists the Business Services in compiling financial and statistical information relating to the District budget. This is a confidential position.

Job Relationships

Supervised by Assistant Superintendent, Business Services and the Director II: Human Resources. Works collaboratively with Business Services, the Payroll and Benefits Technician, the Human Resources Technician, other district office and school personnel, and third party administrators related to the job responsibilities.

ESSENTIAL FUNCTIONS

- Take appropriate action and/or complying with established fiscal guidelines, District policy, and employee contracts.
- Document the effects of employee resignations, layoffs, re-employment, vacations, leaves of absence, promotions, demotions, and industrial injuries for purposes of accurate payroll accounting.
- Monitor employee status (e.g. leave time, work location, etc.) to ensure accurate distribution of funds and payroll.
- Assure accurate calculation of all leaves to ensure accurate posting of absences and verification of supporting documents.
- Prepare various reports (e.g. leave reports including Catastrophic Leave, Employee Attendance reports, Daily Student Attendance reports, Workers' Compensation reports, End of Year reports, etc.) for the purpose of conveying information or as requested.
- Assist Payroll and Fiscal Technician to prepare deduction changes, compute payroll adjustments, and compute termination pay.
- Respond to questions or concerns from employees requiring explanation of laws, rules, regulations, contracts, and other documents governing leaves, workman's compensation, and return to work requirements, or other situations that are within the scope of the responsibilities.

- Reconcile absences to resolve payroll problems with employees as requested.
- Establish and maintain various records and files related to type of absences, payroll and accounting functions.
- Review, check, and verify a variety of absence records, payroll-related records, and documents to insure accuracy.
- Provide timely processing of all industrial injury claims, complying with all required program procedures. Computing employee leave as it pertains to workers' compensation codes.
- Conformance with state regulations relating to industrial injury cases.
- Train supervisors and school personnel on responsibilities pertaining to reporting absences, procedures for industrial injuries, and return to work requirements.
- Maintain record status of employees Leave, Industrial Leave, and on restricted and modified duties.
- Participate in Quarterly Review of open industrial injury claims.
- Complete disability coverage forms for all eligible employees.
- Maintain current knowledge of District policies and regulations and rules related to leaves and payroll.
- Provide notification for employees on the various leaves and those that may have exhausted all paid leave and may be placed on the 39-month re-employment list. (Family Medical Leave Act, Disability, etc.)
- Maintain complex records and filing systems including confidential, sensitive, and financial information.
- Attend workshops and training for keeping informed of developments in the field of Workman's Compensation, Disability, Risk Management, Payroll, Leaves, and Industrial Leave procedures and regulations.
- Operate a variety of office machines and equipment such as calculator, typewriter, copier, computer terminal, and/or microcomputer and related software.
- Respond to questions or concerns from employees requiring explanation of laws, rules, regulations, contracts, and other documents governing your job responsibilities.
- Assist in coordinating communication on employee leaves, workman's comp issues, and other information with other District departments and employees, the San Diego County Office of Education, Disability Company, and other outside organizations as necessary.

- Communicate with employees, District personnel, state and county offices, and agencies to resolve issues.
- Perform other accounting clerical work such as posting, assembling, tabulating, and reconciling data.
- Remain current on regulations and rules related to payroll, HIPPA, PERS, STRS, Workman's Compensation, Disability, and other related to your job responsibilities.
- Recommend revision of District policies or operations relative to changes in state and federal regulations.
- Maintain and train District employees on the use of the SmartFind Absence system and the types of leave according to negotiated bargaining agreements, state and federal laws.
- Meet with employees and assist employees with leave information.
- Facilitate and/or redirect employee concerns to appropriate representative.
- Assists in positing positions, preparing for interviews, and hiring of classified and certificated employees.
- Process forms, inputs data, and provides information to payroll to process substitutes, complete employment, termination, salary adjustments, and payroll processes for employees.
- Assists with various Human Resource studies and reports regarding job descriptions, salary studies, and reclassifications.
- Maintain longevity and seniority database for District employees.
- Maintain complex records and filing system including confidential, sensitive, and financial information.
- Provide leave costs and reports as requested for District negotiations.
- Participate in professional development, meetings, and workshops provided on relevant topics by the San Diego County Office Education, CASBO, STRS, PERS and/or other providers.
- Assists in updating the business and human resources website information.
- Perform required audit activities
- Submit district budget development process.
- Perform year-end closing duties.

OTHER FUNCTIONS

- Assist other personnel to support them in the completion of their work activities.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Principles, practices, and methods of office procedures and practices including records management and document processing.
- Appropriate laws, codes and regulations related to leaves, disability, workman's compensation, return to work, and Industrial Injury claims.
- District organization, operations, policies, and objectives.
- Automated financial and statistical record keeping techniques and methods.
- Computer/microcomputer operation including the Microsoft Office Products. (Outlook, Word, Excel, PowerPoint, & Publisher)
- Absence reporting and record keeping procedures and practices.
- Available resources and/or materials: laws, rules, codes, regulations, and collective bargaining agreements governing job responsibilities.
- Modern office methods, practices, equipment, and related software
- Grammatically correct English skills for professional oral and written communication.
- Financial and statistical record keeping methods.
- Principles, practices, and methods of office procedures and practices including records management and document processing.

ABILITIES TO:

- Work under minimal supervision accurately and with attention to detail.
- Plan and organize work to meet schedules, timelines, and deadlines.
- Learn District organization, policies, and procedures and determine appropriate action within clearly defined guidelines.
- Read and understand the Standardized Account Code Structure (SACS) for uniform financing reporting.
- Research data, regulations, laws, codes, Board Policies, etc. from the various sources

such as CDE, SDCOE, GASB, CODESP, etc.)

- Utilize tact and diplomacy when assisting individuals in understanding a complex situation (i.e., Family Medical leave, Maternity Leave, Industrial Leave, etc.).
- Effectively explain to employees and staff the attributes, requirements, procedures, protocols, and reports pertaining to your job responsibilities.
- Establish and maintain accurate, detailed records and produce reports.
- Work cooperatively with the public and fellow employees.
- Understand and carry out oral and written instructions.
- Use grammatically correct English professional written and verbal communication.
- Utilize professional telephone etiquette, interpersonal skills including tact, courtesy, and diplomacy.
- Perform multi step calculations and accounting tasks.
- Type 60 words per minute and 10-key 200 keys per minute.

EDUCATION:

- Minimum of an Associate's Degree or equivalent units desired in field related to job responsibilities.
- Training or coursework in office procedures, business, accounting, bookkeeping, and computer applications, or related fields.
- High school diploma or equivalent

EXPERIENCE:

- Five years or any combination of successful public or private work experience that would enable applicant to perform essential duties of position.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Passage of district pre-employment tests
 - Basic Skills Test – (spelling, grammar, proofreading, writing, & math)
 - Accounting Test & Excel Test
- Post-offer physical examination and drug screen
- Fingerprint clearance from the Department of Justice and FBI
- Current X-ray or tuberculin skin test before employment and every four years thereafter.
- Valid California Driver's License and current automobile insurance
- Current Typing Certificate of 60 words per minute or more. (wpm)
- Current 10 Key Certificate of 270 keys per minute or more. (kpm)

ENVIRONMENT

- Works in District Office environment
- Integral member of Business Services and the District Office
- Works on a computer monitor for prolonged periods.
- There are constant interruptions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Frequently required to sit
- Use of hands to finger, handle, feel; and talk and hear
- Occasionally required to stand, walk and reach with hands and arms
- Must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required that include close vision, color vision, and the ability to adjust focus.

Board approved: 9/12/2006

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