



OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

May 9, 2012

Legislative File	
File ID Number:	12-1147
Introduction Date:	5/9/12
Enactment Number:	12-1265
Enactment Date:	5-9-12
By:	

TO: Board of Education
FROM: Anthony Smith, Ph.D., Superintendent
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support 
SUBJECT: Reclassification of a Classified Position - Risk Management Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0240 - Reclassification of a Classified Position in the Risk Management Department.

DISCUSSION

In coordination with the realignment of the Human Resources (HR) Department, Risk Management is seeking to restructure the Workers' Compensation and Reasonable Accommodation position. Reasonable accommodation support work is most appropriately an HR function and as such, is being reflected in one of the new positions being created in the Human Resources Services and Support Department

The duties and responsibilities of the Specialist, Workers' Compensation and Reasonable Accommodation position have been revised and updated to reflect the elimination of reasonable accommodation functions other than when applicable as mandated by state and federal law. The responsibilities of the workers' compensation portion of the position have been expanded with additional duties and to reflect added responsibilities including, but not limited to: representing the District at Workers' Compensation Appeals Board hearings, settlement conferences and trials as necessary; and monitoring, evaluating and reporting on third party providers to support the operations of the department in workers' compensation administration.

Risk Management Department

Reclassification (with revised duties)

From:

Position Title/FTE

Specialist, Workers' Compensation and Reasonable Accommodation (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 13: \$59,049 - \$75,359

12 months, 261 days, 7.5 hours

To:

Position Title/FTE

Specialist, Workers' Compensation (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 16: \$68,351 - \$87,235


12 months, 261 days, 7.5 hours

BUDGET IMPACT

Funding for this position is from General Purpose funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0240 - Reclassification of a Classified Position in the Risk Management Department.

Legislative File	
File ID Number:	12-1147
Introduction Date:	5/9/12
Enactment Number:	12-1265
Enactment Date:	5-9-12
By:	

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0240**

- Reclassification of a Position in the Risk Management Department -

Reclassification

- Specialist, Workers' Compensation -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, the District is committed to generate a productive highly trained staff able to work cooperatively and efficiently to provide quality customer service; and

WHEREAS, the reclassification of this position aligns with the District's Strategic Plan for a Full Service Community School District, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the Reclassification of the Classified position of Specialist, Workers' Compensation and Reasonable Accommodation to Specialist, Workers' Compensation, attached hereto, and confirms said position's placement on the salary schedule listed below effective 12:01 a.m., May 10, 2012:

Risk Management Department
Reclassification (with revised duties)

From:

Position Title/FTE

Specialist, Workers' Compensation and Reasonable Accommodation (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 13: \$59,049 - \$75,359

12 months, 261 days, 7.5 hours

To:

Position Title/FTE

Specialist, Workers' Compensation (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 16: \$68,351 - \$87,235

12 months, 261 days, 7.5 hours

and,

BE, IT FURTHER RESOLVED, that the Board authorizes the reclassification of 1.0 FTE for the position of Specialist, Worker's Compensation.

Passed by the following vote:

AYES: Gary Yee, Christopher Dobbins, Vice President Jumoke Hinton Hodge,
President Jody London

NOES: Noel Gallo

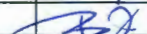
ABSTAINED: Alice Spearman

ABSENT: David Kakishiba

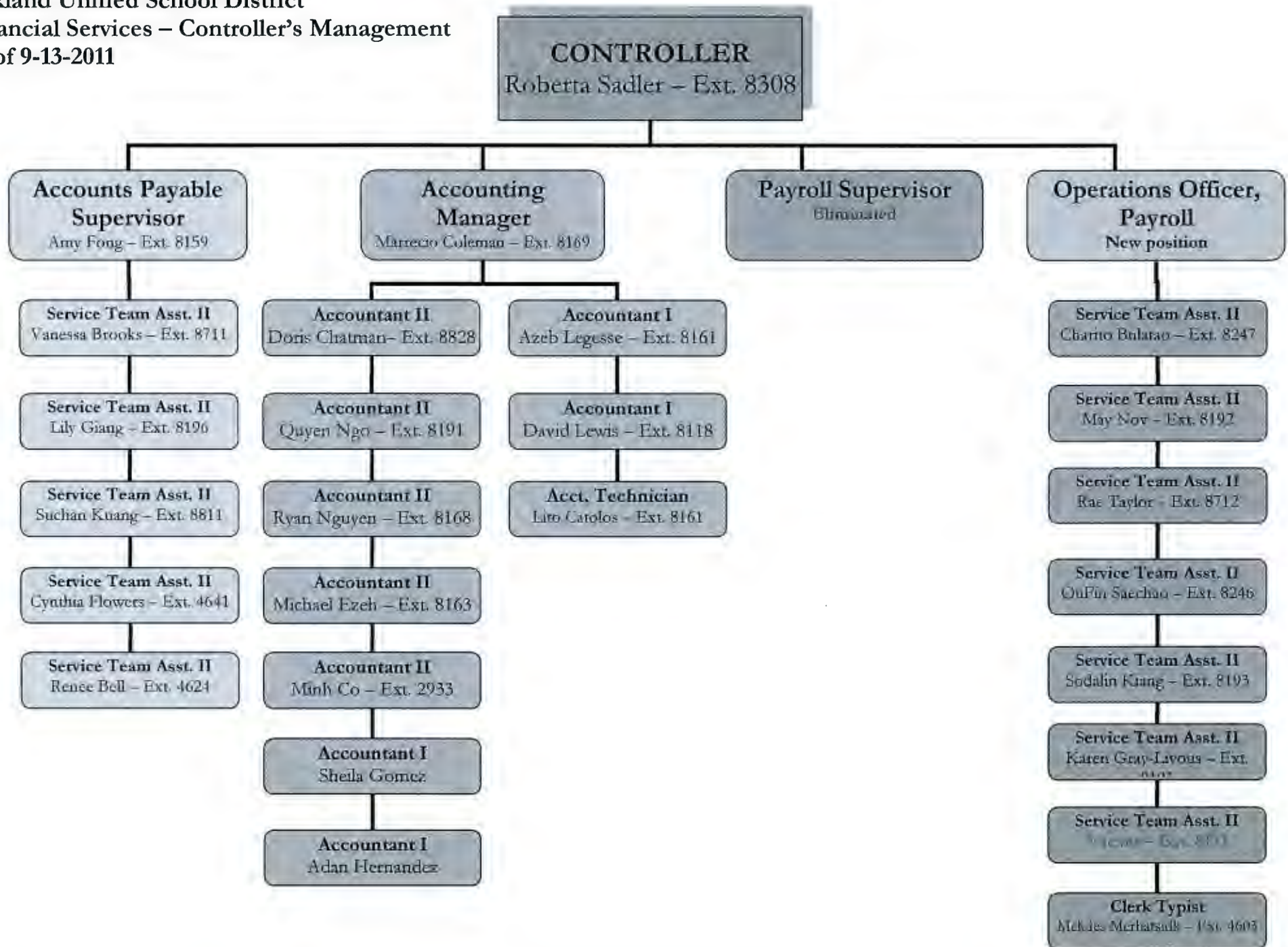
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held May 9, 2012.



Edgar Rakestraw, Jr.
Secretary, Board of Education
Oakland Unified School District

Legislative File	
File ID Number:	12-1147
Introduction Date:	5/9/12
Enactment Number:	12-1265
Enactment Date:	5-9-12
By:	

Oakland Unified School District
 Financial Services – Controller’s Management
 As of 9-13-2011



Legislative File	
File ID Number:	12-1147
Introduction Date:	5/9/12
Enactment Number:	12-1269
Enactment Date:	5-9-12
By:	<i>[Signature]</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Specialist, Workers' Compensation	REPORTS TO:	Assigned Administrator
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: May 2012	SALARY GRADE:	CFCA 16

BASIC FUNCTION: Under general supervision, manages the District's workers' compensation, return to work, interactive process and reasonable accommodation programs as mandated by state and federal law. Perform administrative duties involving access to confidential information concerning employer-employee relations for a major department of the District.

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

E = Essential Functions

Develop, implement and monitor risk management information systems to effectively track all aspects of the District's workers' compensation program, including both physical and electronic filing systems. **E**

Direct, evaluate and report regularly on the District's workers' compensation third party administrator. **E**

Direct, evaluate, and report regularly on other third parties providing ancillary workers' compensation services to the District, including but not limited to; telephone nurse triage, early return-to-work and ergonomic assessments. **E**

Serve as a liaison and coordinate employee workers' compensation-related communications. **E**

Provide consultation and technical assistance regarding workers' compensation to employees and administrators. **E**

Conduct workshops for administrators, department managers/supervisors and union leadership regarding reporting procedures for work related injuries, supervisor investigations of departmental injuries, and early return-to-work. **E**

Supervise investigations of employee injuries and early return-to-work. **E**

Develop, implement, evaluate and report regularly on early return-to-work program. **E**

Analyze, manage and prepare regular reports on the District's fraud prosecutions, restitution, subrogation and excess insurance recoveries in District workers' compensation claims. **E**

Act as liaison and maintain good working relationships with outside agencies regarding workers' compensation such as the District Attorney's Office, Department of Insurance, Department of Fair Employment and Housing and the Workers' Compensation Appeals Board. **E**

Meet and confer with District approved medical providers and recommend changes to protocols when necessary. **E**

Act as the District's administrative representative at the Workers' Compensation Appeals Board including mandatory settlement conferences and trials, when necessary. **E**

Negotiate and document proposed workers' compensation claim settlements for the District, including the preparation of detailed written proposals of such negotiations, and present them for consideration to District settlement authorities. **E**

Develop and maintain excellent working relationships with other District departments, such as Human Resources, Labor Relations, Payroll and the Office of General Counsel. **E**

Monitor, analyze and prepare regular reports on the various costs associated with the District's workers' compensation program, including utilization review, medical bill review, administrative fees, claim defense costs and prescription utilization review. **E**

Meet and confer with labor union representatives and their members to provide information and assistance to resolve any dispute regarding the workers' compensation program. **E**

Actively participate in the District's Safety Committee. **E**

Develop, update and effectively communicate procedures as needed regarding workers' compensation claims. **E**

Coordinate, supervise, and evaluate the performance and duties of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a Bachelor's degree with emphasis in business administration, human resources administration, public administration or related field, five years administering and adjusting workers' compensation claims, including administration of claims since the passage of SB 899 and administering requests for reasonable accommodation under the state and federal regulations.

LICENSES AND OTHER REQUIREMENTS:

Associate of Risk Management Certificate (completion within two years of hire)

Chartered Property Casualty Underwriter Certificate (CPCU) preferred

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Regulations, laws, statutes, reforms, procedures, timelines and policies governing workers' compensation and state and federal disability law

Procedures, methods, techniques and strategies utilized in managing processes and procedures related to workers' compensation

Medical terminology, body systems, impairments and their disabling effects

Evaluation, appropriate timeline, documentation methods and procedures for workers' compensation claims

ABILITY TO:

Perform a variety of complex, specialized workers' compensation claim and reasonable accommodation duties involving specialized knowledge and independent judgment

Analyze complex problems for prompt resolution

Handle confidential information with discretion, exercise good judgment and tact and work under pressure

Communicate effectively, orally and in writing

Effectively use manual and electronic data systems at all levels to manage a high volume of workers compensation claims information

WORKING CONDITIONS

ENVIRONMENT:

Office environment; driving a vehicle to conduct District business; fast-paced work, constant interruptions

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read, write and use the computer; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally; lifting moderately heavy objects.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.