

NOTICE OF JOB OPENING

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| Posting Begins | December 22, 2016 | Posting Ends | January 11, 2017 |
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| Position Title | HUMAN RESOURCES ANALYST – WORKERS’ COMP COORDINATOR |
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| Department | Human Resources | Division | |
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| | New Position | X | Full-time | 40+ | Hrs./Week |
| X | Replacement | | Part-time A | | Hrs./Week |
| | Seasonal Temporary | | Part-time B | | Hrs./Week |

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| Location of Position | 701 N. 7 th St., Rm. 646 |
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BRIEF JOB DESCRIPTION: This position is responsible for professional level Human Resources Administration. This position: Performs advanced risk and loss analysis; develops and maintains environmental, health and safety policies and programs. Promotes and provides safety expertise and presentations of safety training materials to employees. Provides recommendations as they relate to risk management by suggesting proactive cost control mechanisms to reduce insurance claims and workers’ compensation injuries. Will serve as primary contact for workers’ compensation claims & issues. Reviews accident reports to determine if corrective action should be taken to eliminate the causes of accidents; interviews employees and supervisors to gather additional information and maintain safety awareness. Recommends appropriate actions to ensure that safety standards and codes are met. Prepares and maintains required reports, statistics and records. Coordinates with 3rd Party Administrators to ensure proper payments on existing and new claims. Assists departments in finding appropriate light duty and transitional work according to work status reports. Acts as a liaison between 3rd Party Administrators and department supervisors in regards to any WC issues i.e. physical therapy and follow up appointments. Works with WC Counsel on settling claims and regulations regarding workers’ compensation. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor’s Degree in Human Resources Management, Safety/Risk Management, and Workers’ Compensation Claims management or a related field and three years of experience in processing workers’ comp claims and experience in risk management/safety programs or an equivalent combination of education and experience in worker’s comp/risk management/safety. Ability to multi-task. Knowledge of computer based applications. Ability to interpret and explain policies & procedures. Knowledge of Federal and State labor laws. Knowledge of loss prevention principles/techniques, accident prevention principles, claims management and settlement procedures and workers’ compensation liability issues and requirements. Excellent customer service skills and the ability to communicate effectively orally and in writing or, any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Valid driver’s license.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

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| Salary Range | \$4,000.53 - \$5,142.80/mo. | PI # | 0386 | Class. Code | 0501 |
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Repost 9/15/16

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
EOE**