



Director, Workers' Compensation And Disability Job Description

JOB INFORMATION

<i>Job Code:</i>	117022
<i>Job Title:</i>	Director, Workers' Compensation And Disability
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Directs and manages the program design, operations and financial performance of the university's Workers' Compensation, Disability and related programs . Establishes standards, reviews, and recommends terms for negotiation and approves settlement of claims. Engages and oversees third party administrators and contractors; monitors performance. Directs the planning, coordination and delivery of services, program assessment, financial performance and regulatory and institutional compliance.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly relevant workers' compensation and disability experience working with claims, legal, and financial matters along with supervisory experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough working knowledge of applicable federal, state and local laws, codes and safety regulations (e.g., State Labor Code, Workers' Compensation and Americans with Disabilities Act laws, OSHA and employment laws), procedures and regulations.
X		Knowledge of medical and technical terminology used in injury cases.
X		Experience in investigation methods, documentation, techniques, and procedures and policies related to processing and adjusting workers' compensation claims.
X		Ability to negotiate settlements.
X		Demonstrated communication, analytical and interpersonal skills.
	X	Directly relevant workers' compensation and disability experience along with supervisory experience.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs the planning, development, coordination, implementation, monitoring and management of the Workers' Compensation and Disability programs. Develops and administers return-to-work program and rehabilitation plans. Assesses priorities and allocates resources accordingly. Identifies trends, implements mitigation strategies and modifies program design and service delivery strategies accordingly.				
Oversees third party administrator's management of employee injury and illness cases including preparation and documentation of all information to comply with OSHA injury and illness reporting regulations and investigation of claims. Recommends and approves terms for negotiated settlement of claims within prescribed authorization requirements. Establishes and monitors reserves for anticipated costs on cases; manages costs and cost containment strategies. Monitors third party administrator's handling of medical payments, indemnity, and other related expenses for employee injuries and processing of disability and/or workers' compensation claims and payments.				
Establishes Workers' Compensation program objectives and strategies to reduce injuries, prevent and minimize losses and contain costs. Analyzes probability and severity of losses. Projects and analyzes claim loss and cost reserve data. Develops, implements and monitors workers' compensation loss control fund.				
Directly or indirectly manages all staff assigned to unit. Determines staffing requirements and deployment based on short and long-term plans and goals. Reviews and endorses or makes recommendations for hiring, performance standards, training, compensation, promotions and terminations. Manages performance and determines need for disciplinary or corrective action.				
Engages third-party administrators and contractors, establishes performance and service standards, manages and evaluates the service and financial performance to achieve optimal service standards, meet financial targets and compliance with regulatory and institutional standards and requirements.				
Attends, participates in or assigns others to attend workers' compensation hearings, preparation, and legal proceedings as necessary. Monitors litigated cases and provides guidance and authorization to attorneys.				
Plans, develops and manages program budgets. Recommends and/or makes budgetary and resource allocations based on financial or other analyses, projections and reports as needed.				
Administers Workers' Compensation and Disability policies and procedures. Reviews, recommends and implements revisions as necessary. Interprets plan, program and policy requirements and recommends and/or approves exceptions. Directs compliance efforts and maintains currency on existing and pending legislation to ensure overall program compliance with regulatory and institutional standards and requirements.				
Directs service provided to faculty, staff, administrators, agency representatives, and other professionals outside the university for Workers' Compensation and Disability and related programs. Develops and manages communication plans. Develops training programs for Workers' Compensation and Disability, return-to-				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
work and related programs. Provides guidance, assistance and expertise, and resolves disputes.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.