



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## WORKERS' COMPENSATION MANAGER

<b>Group-Section:</b> Human Resources Group	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 66 <b>Job #:</b> Z38
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### JOB SUMMARY

Responsible for managing and administering the Workers' Compensation Program. Areas of responsibility include negotiation and settlement of claims, and compliance with state and federal regulations.

### OVERSIGHT

Receives direction from the Group Manager. Manages and supervises a staff of professional employees.

### JOB DUTIES

1. Develops, implements and monitors the Workers' Compensation Program, i.e., loss control, medical management and vocational rehabilitation.
2. Supervises the medical screening program, which includes pre-placement, medical surveillance, return-to-work, disability, random drug and alcohol testing, maintenance of accurate documentation of medical status, contracts for medical and drug testing, and preparation of Request for Proposals (RFP's).
3. Provides strategic direction to the Workers' Compensation Unit through development and implementation of approved business plan, budget and contracts. Supervise professional and administrative staff.
4. Projects and analyzes claim loss and cost reserve data and monitors claims processing through third party administrators.
5. Reviews, negotiates and approves all claim settlements.
6. Establishes short and long term goals. Sets objectives and strategies to reduce injuries and achieve cost containment.
7. Develops, implements and monitors workers' compensation loss control fund.
8. Selects legal counsel and acts as liaison between witnesses and legal counsel for court hearings. Monitors litigated cases and provides written guidelines to attorney.
9. Develops and administers program budgets.
10. Prepares reports of settlements and losses on a regular basis.
11. Coaches and mentors employees; identifies employee development and training requirements.

12. Assigns, coordinates and outlines activities by scheduling work assignments, setting priorities, and directing the work of employees; evaluates and verifies employee performance through the review of completed work assignments and work techniques.
13. Analyzes and compiles data to prepare narrative and statistical reports on unit activities.
14. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and eight years of increasingly responsible relevant experience of which four years must have been in a management or supervisory position.

**Required Knowledge of:** California Labor Code pertaining to Workers' Compensation and supervision of self-insured or insured workers' compensation program; principles and practices of budget preparation and administration; technical aspects of assigned program; operation, policies and procedures of Metropolitan; pertinent Federal, State, and local laws, codes and regulations.

**Required Skills and Abilities to:** Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations; prepare and administer budgets; collaborate with all other Human Resources functions to provide team work comprehensive solutions and recommendations; research and compile a variety of project informational data; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

### **CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS**

- Valid California Class C Driver License that allows you to drive in the course of your employment.

### **DESIRABLE QUALIFICATIONS**

#### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Described here are representative of those that must be met or may be encountered by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

**Physical Demands:** Light

**Work Environment:** Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.