



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: WORKERS COMPENSATION AND SAFETY MANAGER

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4062

PAY RANGE CODE: 22 AEC

REVISION DATE: 11/9/17

### **NATURE OF WORK:**

This is advanced administrative and technical work managing the city's workers' compensation and case management programs, and the city's safety initiatives in the City Human Resources Department. Work involves administering the workers' compensation and return to work programs, developing and supervising all safety/first-aid related training programs for City employees, processing and analyzing accident and injury reports, and making recommendations to avoid accidents and injuries. An incumbent exercises considerable independent judgment in the performance of assigned duties.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Manages activities related to case liability determinations, medical authorizations, and case management of all workers' compensation claims, including rehabilitation and vocational assistance to injured workers, claims processing, and workers' compensation benefit payments.

Applies workers' compensation statutes and regulations as they relate to workers' compensation benefits with the assistance of the Law Department and prepares and maintains program records and reports.

Responds to requests for information pertaining to workers' compensation benefits.

Interprets/applies policies, procedures, collective bargaining agreements, statutes, rules and regulations with assistance from the Law Department.

Adapts policy and procedure applications to address service needs; communicates judgments and decisions verbally and in writing.

Determines compensability of claims and issues denials or payments where appropriate.

Works with the Law Department to resolve litigated or disputed claims.

Conducts subrogation investigations and assists the Law Department in the recovery of claims.

Creates and maintains a pro-active safety culture throughout the City workforce.

Oversees compliance with federal, state, and local laws relating to functions performed within all City Departments as it relates to safety and training, the Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and Department of Transportation (DOT).

Investigates employee accidents and injuries occurring on the job, including root cause analysis, interviews victims and witnesses to ascertain the causes and safety precautions needed, and processes accident reports and property damage claims.

Enforces the City's drug and alcohol policy by conducting for-cause (reasonable suspicion) and random drug and alcohol testing on City employees.

Compiles and analyzes employee injury statistics and generates reports, including but not limited to, OSHA 100 reports.

Educates employees about past accidents and injuries and counsels them as to the methods to avoid similar situations in the future.

Inspects facilities and equipment, makes recommendations for remedial action, and develops and updates emergency procedure programs.

Organizes and conducts divisional safety committee meetings to discuss and formulate safety policies and presents those policies to department and division managers for adoption. Makes presentations to employees or coordinates appearances by independent speakers to address such topics as first aid, the use of safety and emergency equipment, blood borne pathogens, and acquiring specific licenses and certifications.

Plans, develops, and administers training programs and activities to all departments on topics related to safety.

Conducts risk assessment evaluations to define methods to eliminate identified hazards.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of insurance coverage available but not limited to workers' compensation, disability, general liability, property, and professional liability claims.

Knowledge of insurance principles and concepts.

Knowledge of the Nebraska Workers' Compensation Act, relevant case law, and administrative procedures.

Knowledge of and ability to research, review, interpret, and administer city, state, and federal regulations regarding safety, including OSHA standards, to ensure compliance.

Knowledge of business English, spelling, grammar, and punctuation.

Knowledge of standard municipal and industrial safety principles and practices.

Knowledge of the equipment and procedures used in industrial or municipal service, construction, and maintenance operations.

Knowledge of first aid principles and practices.

Ability to detect safety hazards and devise corrective measures.

Ability to develop, instruct, and evaluate various training, safety, and first-aid courses and programs.

Ability to maintain safety related records and compile reports based on data received such as injuries and accidents, their causes, and steps to avoid injuries and accidents in the future.

Ability to perform assignments with accuracy and attention to detail and to make decisions, recognizing precedents and practices.

Ability to interpret and explain personnel rules, policies, and practices; to prepare clear, concise, and organized business correspondence and reports; and to organize, compile, and maintain confidential departmental records and reports.

Ability to communicate, both orally and in writing, in order to train employees, deliver presentations, and respond to questions from the media, the general public, City employees, and others.

Ability to supervise subordinates to include assigning work, providing direction, monitoring performance, and recommending hiring, discipline, and termination.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to interpret and explain personnel rules, policies, and practices.

Ability to organize, compile, and maintain confidential departmental records.

Ability to adhere to all City of Omaha Human Resources policies, executive orders, and ordinances.

Ability to maintain confidentiality.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to sit from 51 to 75% of the time; to reach, bend, walk, stoop, stand, or lift from 26 to 50% of the time; and to climb, balance, squat, kneel, crouch, crawl, push, pull, or type up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

Five (5) years of responsible work experience in administering workers' compensation and case management programs

AND

Five (5) years of responsible work experience in occupational safety and health work, including experience developing and conducting formal safety/first-aid training sessions.

### **SPECIAL QUALIFICATIONS**

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

Must possess a valid motor vehicle operator's license at the time of application.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting; however, at times an employee in this classification works outdoors in all weather conditions, at times near vibrating machinery, electrical currents, or moving mechanical parts, in high places or confined spaces, in conditions of fumes, odors, dust, mists, gases, or noise levels requiring shouting to be heard.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Noise Dose Meter

Air Sampling Pump

Air Movement Meter

Audio/Visual Equipment  
Printer  
Television/VCR/DVD  
LCD Projector  
Breath Alcohol Testing Equipment

Facsimile Machine  
Motor Vehicle  
Telephone

Copier  
Calculator  
Scanner