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HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: DBM – EMPLOYEE BENEFITS

REQUEST DATE: 05/01/09

DEPARTMENT NUMBER: 115

PROGRAM NUMBER: 065

CURRENT SLOT #: 0009

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT:

W/C CLERK III

Classification/Position Title

\$38,220.00

Pay Grade/Salary

REQUESTED ADJUSTMENT:

WORKERS' COMPENSATION SPECIALIST II

Classification/Position Title

\$42,884.00

Pay Grade/Salary

COMMITTEE RECOMMENDATION

WORKERS' COMPENSATION SPECIALIST II

Classification/Position Title

\$42,884.00

Pay Grade/Salary

COMMENTS:

SIGNATURES

[Signature]
Human Resources Representative

5/4/2009
Date

[Signature]
County Treasurer Representative

05/04/09
Date

[Signature]
Budget & Management Representative

5/04/2009
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

2

DEPARTMENT NAME/NUMBER: Budget & Management

DATE: 05/01/09

CURRENT POSITION TITLE: Worker's Comp. Clerk III

CURRENT SLOT. #: 009

REQUESTED POSITION TITLE: Worker's Comp Specialist II
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 38,220.00 \$ 42,884.00 \$ 4,664.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

This position was assigned lead responsibility for the Worker's Comp Program and the unemployment claims function under the Employee Benefits

Division _____

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

This position was assigned duties previously performed by the Worker's Comp Coordinator




New job description attached.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Under Classification Plan: From Grade 9 Step 4 (37,969) to Grade 11 Step 3 (42,884)

1.	 DEPARTMENT HEAD	5/01/09 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/4/2009 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/01/09 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

HIDALGO COUNTY

Department of Budget and Management

Job Title: Workers' Comp. Specialist II

FLSA STATUS: Non - Exempt

Dept No: 115 - 001

CIVIL SERVICE STATUS: Non - Exempt

GENERAL JOB DESCRIPTION:

Under the direction of the Director, Employee Benefits Division, the Worker's Comp. Specialist II position is responsible for coordinating workers' compensation filing and reporting process for all County offices and departments; receives and reviews employees' incident reports; contacts physicians and health care providers; and maintains employee workers' compensation files. This position is also responsible for the processing and administration of other related programs such as FMLA, COBRA, and Unemployment Claims.

EXAMPLES OF WORK PERFORMED:

1. Coordinates workers' compensation filing and reporting process with all County offices and departments.
2. Answers questions and responds to inquiries regarding Employee Benefits programs including distribution of program information relating to Workers' Compensation, Family Medical Leave Act (FMLA), COBRA insurance and light duty procedures.
3. Receives and reviews incident reports on employees' injuries and determines return to work availability.
4. Prepares workers' compensation documentation required by Texas Workers' Compensation Commission and ensures timely submission of all documents and materials.
5. Coordinates with management staff of County offices and departments to assign eligible employees to light duty work within their medical restrictions.
6. Coordinate claims with departments and with TPA Claims Adjuster on medical claims, loss time claims, and other related Worker's Comp. procedures.
7. Establishes and maintains files on County employees who have been placed on worker' compensation or FMLA.
8. Prepares and maintains summary reports and statistical information related to injured employees.
9. Processes Unemployment claims and coordinates with departments to insure all appropriate documents are available to properly contest claims by terminated employees.
10. Maintain confidentiality of information discussed and/or documented within the Workers' Compensation Division.
11. Performs other appropriate duties as assigned.

MINIMUM QUALIFICATIONS:

An Associates Degree in business, management, or other related field from an accredited College or University, and four (4) years of clerical, technical, and supervisory experience in a government agency. Other combinations of experience and education that meet the minimum requirements may apply as determined by the Department.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the principles and practices of office management and the equipment used.
2. Knowledge of personnel management and supervision.
3. Knowledge of Texas Worker's Compensation Program rules and regulation.
4. Knowledge of Texas Unemployment Program rules and regulations.
5. Knowledge of federal FMLA rules and regulations.
6. Ability to communicate effectively orally and in writing.
7. Skill in analyzing Unemployment claims and in coordinating required procedures with County Departments.
8. Ability to meet deadlines and to adhere to timeframes as required by program rules and regulations.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Employee must have a current valid Texas Motor Vehicle Operator's License.
2. Must be able to be insured by the County's insurance carrier.
3. Must have automobile liability insurance.

OTHER DUTIES AND ASSIGNMENTS:

Employee may be assigned other duties in addition to those listed. Duties may change according to the changing needs of the Department of Budget and Management and / or the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

1. working closely with others;
2. working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

1. making observations;
2. reading and writing;
3. operating assigned equipment;
4. communicating with others;

ACCIDENT PREVENTION PROGRAM:

The employee is required to follow all County safety program rules and regulations/policies.

**HIDALGO COUNTY
RISK MANAGEMENT DEPARTMENT**

Job Title: Workers Compensation Clerk II
Department: Risk Management – 230
Salary Range: \$22,000 to \$25,000

FLSA Status: Non-Exempt
Civil Service Status: Non-Exempt
EEOC Category: _____
W/Comp Code: _____

JOB SUMMARY:

Under the general direction of Workers Compensation Coordinator, carries out the department objective of claims management, loss control, cost management and information services for the workers compensation policy of Hidalgo County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meet constant strict timetables with high degree of accuracy
- Multi-task with efficiency, while accurately managing large amount of detail
- Maintain confidentiality of information passing through department
- Make qualitative and effective decisions regarding dispensation of forms and information
- Support Workers Compensation Coordinator with accurate and pertinent information
- Set up and maintain workers compensation files in a neat and orderly fashion
- Coordinate between departments and various medical providers, and ability to recognize and respond to issues that affect timeliness of claims management
- Remain current regarding federal, state and industrial standards, guidelines and regulations affecting the workers compensation policy
- Coordinate with safety officer(s) for accident prevention by monitoring and reporting trends in safety issues
- Prioritize accident investigation with safety officer(s)
- Prepare material for Loss Control Meeting (Master Safety Meeting); attends all meetings, prepares minutes of meeting
- Supervise return-to-work program, including bona fide offers of employment and return to full-duty status
- Prepare TWCC forms as required
- Train other departments on preparation of required TWCC and Hidalgo County forms
- Regular attendance, with adherence to Civil Service Regulations
- Other duties as assigned from time to time

EDUCATION AND EXPERIENCE:

- High School Graduate or GED required
- College hours in business management or related field preferred
- Minimum of 3 years' experience workers compensation claims management experience with medium to complex workers compensation claims
- Experience with team concept, including TPA adjusters, case managers and investigators
- Strong knowledge of MicroSoft Word, Excel and Access
- Bilingual, English/Spanish

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a valid Texas driver’s license with no moving violations within the last 36 months; must be able to be insured by County vehicular insurance carrier

OTHER SKILLS AND ABILITIES:

- Highly developed cognitive and verbal skills
- Highly developed negotiation skills

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employees is required to talk and hear in a usually moderate work environment; stand, walk, and sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel. The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee might encounter while performing the essential functions of this job.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following: Sitting for extended periods of time and operating assigned equipment.

Maintain mental capacity that permits making sound decisions and using good judgment, maintaining confidentiality, and demonstrating intellectual capabilities.

Effective handle a work environment and conditions which involve working closely with other and working in a multi-task environment.

Maintain effective audio-visual discrimination and perception needed for making observations, reading and writing, operating assigned equipment and communicating effective with others.

ACCIDENT PREVENTION PROGRAM

Required to follow all departmental safety regulations.