



JOB SPECIFICATION
RETURN TO WORK SPECIALIST

Code 12105
Grade PM 122

General Purpose:

Under general supervision, as staff expert, monitor and address daily issues arising from employees on leave of absence and coordinate adherence to City return to work policy with departments and case managers. Act on behalf of Risk Manager on related matters as authorized.

Typical Duties:

Ensure maintenance of records for employees on leave of absence. Involves: Collaborate on initiation of required Family Medical Leave Act (FMLA) documentation for employees losing time due to work related injuries with supervisor or other professional risk management staff. Oversee interpretation, dissemination and application of the City policies and regulations related to leave of absence (LOA) policies, procedures and regulations, and act as primary contact point to provide information in response to related employee inquiries. Arrange continuation or termination of benefits with employees on LOA status during time off and upon return to work. Confer with case manager to ensure compliance with City return to work policy. Safeguard confidentiality of various general, personal and technical documents of a highly sensitive nature. Research, review and recommend equipment and system acquisition and installation. Compile activity data and analyze trends, generate special and periodic results and status reports, and establish and update associated files.

Supervise assigned staff. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, discipline, merit pay or other employee status changes.



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Knowledge, Abilities and Skills

- Apply good knowledge of workers' compensation, FMLA, Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), health, dental and vision plans.
- Establish and maintain effective working relationships with employees, supervisors, department heads and outside agencies.
- Comprehend and evaluate situations or problems, and enforce LOA rules and regulations impartially and firmly.
- Communicate effectively in written, verbal and graphic form to explain laws, regulations and policies.
- Supervise and coordinate the work of others that includes Impartially and firmly enforcing rules and regulations, standards of conduct and work attendance and safe working practices and procedures.

Other Job Characteristics

- None.

Minimum Qualifications

Education and Experience: A Bachelor's degree in Business or Public Administration, Risk Management or a related field, plus one (1) year of experience in worker's compensation or loss prevention program office, project or support staff management.

Licenses and Certificates:

- Valid Texas Class "C" Driver's License or equivalent issued by another state by time of appointment.