CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Benefits Coordinator – Safety and Workers' Compensation** **E-PLAN SG:6**

DEPARTMENT: **Human Resources** **CS:N FLSA:N EEO4/SOC:PR/13-1141**

JOB SUMMARY:

Works collaboratively, but independently under general supervision in carrying out complex work in developing, coordinating and administering safety programs including worker's compensation, accident prevention and drug testing. Works closely with human resources colleagues and department managers to ensure coordination of worker's compensation programs administered by the City. Stays informed of industry best practices and new workers' compensation and safety - related laws, regulations and trends. Works in a highly sensitive public setting with a variety of statutes, regulations and collective bargaining agreements.

SUPERVISORY RELATIONSHIP:

Reports to the Benefits Manager. Work is performed under general supervision and the guidance of applicable Federal and State statutes and regulations, collective bargaining agreements, and City and departmental policies and procedures. May provide technical direction and guidance to City staff, as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

Workers' Compensation:

1. Implements the City's industrial insurance program in accordance with relevant statutes related to industrial insurance. Serves as main point of contact with the City's third-party claim administrator and coordinates administration of claims.

2. Responsible for the day-to-day operation of the workers' compensation program including: claim filing; records retention; reviewing and authorizing payment vouchers; implementing and assisting in preparing the Workers' Compensation budget. Works closely with payroll staff and Leave Specialist in ensuring appropriate coordination of workers compensation benefits and leave use.

3. Coordinates the implementation of early return-to-work opportunities including job accommodation and alternative job placement, working with Human Resources Account Managers and department managers as needed.

4. Ensures OSHA compliance including Form 300 and works with third party vendor to ensure accurate and timely posting of annual OSHA 300A. Extracts statistical data from the HRIS as needed for annual reporting.

5. Presents cases at Labor and Industries claim conferences, formal hearings, board appeals and mediations, with the assistance of counsel when necessary.

Safety:

1. Works with City leadership and the Central Safety Committee to develop and implement a comprehensive safety program for the City that focuses on improving employee safety and health by reducing accidents, injuries, and occupational diseases.
2. Coordinates the Central Safety Committee. Schedules and facilitates Central Safety Committee meetings; ensures meetings are attended by department representatives, documented and appropriate follow up actions occur.
3. Provides support to departments or facilities in coordinating monthly safety committee meetings in accordance with Labor & Industry standards. Ensures that L & I requirements for committee meetings/ safety meetings are met and documented appropriately. Responsible for researching, communicating, and supporting compliance with applicable WISHA/OSHA laws, regulations, and best practices.
4. Serves as the primary contact for Labor and Industries. Notifies L&I of hospitalizations or deaths. Responds to L&I audits. Coordinates with L&I on consultation services as needed.
5. Stays up to date on WISHA, OSHA, and L&I regulations. Advises HR and City management staff and provides recommendations for implementing changes to ensure compliance with federal and state occupational safety and health regulations.
6. Reviews all City accident reports, incident reports, and near misses. Works with supervisors and Departmental Safety personnel to identify changes to prevent reoccurrence. Analyzes data for trends and develops strategies to minimize accidents and injuries.
7. Supports departments by evaluating safe work practices and providing recommendations and reports to Department Heads or designee.
8. As requested by departments, conducts Job Hazard Analysis following the Department of Labor and Industries (L&I) standards.
9. Ensures all City Departments understand and implement general safety regulations and rules (e.g. emergency evacuation protocols, active shooter response, etc). Works with City leadership to updates procedures and coordinate training as necessary.

General:

1. Administers the City-wide drug testing protocols and processes and ensures compliance with DOT regulations.
2. Receives and distributes monthly selections for DOT Random Drug Testing and maintains as appropriate for records retention. Ensures results are received in a timely manner and distributes results as needed.
3. Assists with Wellness programming.
4. Cross Trains and acts as back up to Leave and Accommodation Coordinator.
5. Develops policies, procedures and guidelines; recommends changes to HR leadership. Participates in the implementation or communication of approved policies and procedures.

ADDITIONAL WORK PERFORMED:

1. Provides training and instruction as assigned.
2. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Industrial Safety programs including OSHA and Labor and Industries rules and regulations
- All applicable laws and regulations relating to Workers' Compensation.
- Accident investigation best practices
- Standard and business English usage, punctuation, spelling, grammar, and format.

Skill in:
- Excellent oral communications skills with groups and individuals.
- Strong public presentation skills.
- Skilled in problem analysis, problem solving, and decision-making.
- Interpersonal sensitivity, adaptability/flexibility, tolerance for ambiguity, stress tolerance, maintenance of composure, time management and the ability to solve problems with and for individuals and groups.
- Proficiency in computer applications including skill in using spreadsheets, word processing, and database management software.
- Leadership skills including the ability to delegate work and plan, organize and evaluate the work of others.

Ability to:
- Interpret complex rules and regulations and apply them to various types of work environments.
- Prioritize several tasks, work independently and meet deadlines in an environment of frequent interruptions.
- Maintain accurate and complete record system including the use of computer software applications and hardware.
- Maintain the confidentiality and privacy of privileged communications, including employee medical information.
- Evaluate, recommend and implement improvements to assigned program areas.
- Efficiently and accurately utilize a variety of standard office equipment and software applications.
- Demonstrate a commitment to Accessibility, Diversity, Equity and Inclusion (ADEI);
- respects, values, and encourages the unique dimension each employee adds to the organization. Seeks opportunities to learn from differences.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Minimal physical exertion requirements.
    - This is a stationary position which may require sitting or standing for long periods of time;
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
    - Frequently communicate accurate information and ideas with others;
    - Travel between worksites may be required;

- Occasionally transport objects up to 25 pounds.

WORKING ENVIRONMENT:

Work is performed in an office environment with occasional fieldwork where City field or satellite work is conducted. Works extensively at a computer workstation. Occasional overnight travel to conferences and training sessions. May be required to work evening and weekend hours, as assigned. Exposure to outdoor weather conditions is minimal.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Baccalaureate degree with major course work in industrial hygiene, environmental health and safety, human resources or a related field.
- Three years of progressively responsible work experience administering a business wide safety program, including at least two years of workers' compensation administration experience.
- Demonstrated experience advising managers and employees on safety issues.
- Human Resources experience is strongly preferred.
- Leave of absence management experience preferred.
- Relevant experience with a public sector employer preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.

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8/23

REVIEWED BY: _____
Deborah Danner
Human Resources Director

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