

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – WORKERS' COMPENSATION

BASIC FUNCTION:

Under the direction of the Director II-Risk Management, organize and direct the activities and operations of the Santa Clara County Office of Education's Self Insured Worker's Compensation and Return to Work programs; evaluate and manage claims to assure compliance with Education Code, State and federal regulations; supervise legal counsel; coordinate activities with insurance carriers; manage

managers, employees and employee representative groups; train and conduct the

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned; participate in Worker's Compensation claim reviews with TPA,

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in public administration, human resource management, rehabilitation counseling, and field work.