HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Worker's Compensation Specialist	**SALARY GRADE:**	HU-09
DATE REVISED:	December 01, 2014	**EEO CODE:**	03
JOB CODE:	2619	**FLSA STATUS:**	Non Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	**POSITION NO:**
REPORTS TO:	**GRANT:** ☐**No** ☐**Yes**

BASIC FUNCTION: The purpose of this position is responsible for coordinating workers' compensation filing and reporting process for Howard University employees. Receive and review employees' incident reports and maintains employee workers' compensation files.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts may include senior administrators, faculty, students and staff. External contacts may include vendors, consultants and the general public.

PRINCIPAL ACCOUNTABILITIES:

Administers the automated workers' compensation database.

Counsels employees on workers' compensation regulations and their rights and benefits there under.

Records and processes workers' compensation claims both non-Civil Service and Civil Service.

Files claim forms and supporting documents with appropriate agencies- Department of Labor, Office of Federal Employees Compensation, Liberty Mutual Insurance Company. and Department of Industrial Safety.

Notifies claimant of approval, denial or cessation of compensation. and options regarding continuance of employment at the University.

Analyzes monthly loss reports to identify patterns and trends. Reports findings to the Accident Prevention Specialist for further research.

Submits biweekly status reports to claimant's department in order to effect rehiring, termination, or prevent duplication of monetary compensation.

Prepares standard technical reports when requested by the Division of Benefits and Pension Manager.

CORE COMPETENCIES: Ability to interpret substantial body of rules, regulations and procedures with personnel business or public administration functions.

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Worker's Compensation Specialist	**SALARY GRADE:**	HU-09
DATE REVISED:	December 01, 2014	**EEO CODE:**	03
JOB CODE:	2619	**FLSA STATUS:**	Non Exempt
BARGAINING UNIT:	N/A		

Knowledge of computerized and other automated systems Competence in both oral and written English.

Ability to establish and maintain an effective and harmonious working relation with faculty, staff, students, university officials and the general public.

MINIMUM REQUIREMENTS: Associate's degree in Business Administration or closely related field and 2-4 years related experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management