

School Board Agenda CC-7  
July 23, 2013

**Executive Summary**

Proposed New and Revised Job Descriptions, Minimum Qualifications and Job Titles for Fifteen (15) Positions for the District's Self-Administered Workers' Compensation Unit within the Risk Management Department.

**Background:** These items are being recommended for School Board adoption to meet requirements for new and revised/reclassified job descriptions.

**Division/Department:** Chief of Staff and Risk Management Department.

**Recommend Policy Status:** **Final** Reading

New Job Descriptions – ESMAB

Job Description Title	Salary Band	Org Chart Page #	Salary Range
Workers' Compensation Program Administrator	C	14	\$68,829 - \$111,667
Manager, Workers' Compensation Information Analytics	B	14	\$59,773 - \$97,947
Manager, Workers' Compensation Medical Consumerism	C	14	\$68,829 - \$111,667
Manager, Workers' Compensation Claims	C	14	\$68,829 - \$111,667
Manager, Workers' Compensation Operations Support	B	14	\$59,773 - \$97,947
Supervisor, Workers' Compensation Claims	B	14	\$59,773 - \$97,947
Supervisor, Workers' Compensation Medical Case Management	B	14	\$59,773 - \$97,947
Workers' Compensation Claims Adjuster	B	14	\$59,773 - \$97,947
Workers' Compensation Medical Case Manager	B	14	\$59,773 - \$97,947
Workers' Compensation Compliance & Information Specialist	A1	N/A	\$42,006 - \$73,865

New Job Descriptions – COPA

Job Description Title	Salary Band	Org Chart Page #	Salary Range
Workers' Compensation Orientation Coordinator	4	N/A	\$33,626 - \$47,773
Workers' Compensation Medical Support Assistant	3	N/A	\$31,340 - \$44,525
Workers' Compensation Medical Records Researcher	4	N/A	\$33,626 - \$47,773
Workers' Compensation Document Control Clerk	1	N/A	\$27,211 - \$38,659

Revised Job Descriptions – ESMAB

Job Code	Job Description Title	Salary Band	Org Chart Page #	Salary Range
CC-059	Specialist, Workers' Compensation <u>Stay-at-Work/Return-to-Work (SAW/RTW)</u>	B	14	\$59,773-\$97,947

Rationale: On February 20, 2013, The School Board of Broward County, FL approved the agreement with Imagine Clinical to design and manage the implementation of the transition to self-administration of the core services of the District's Workers' Compensation Program. Core Services are defined generally as overall program management, claims management, medical management and consumerism, management of the Stay-at-Work/Return-to-Work program, and the corresponding support and administrative services. In addition, the District will continue to contract select complimentary services with Comp Options Insurance Company Inc. (COIC). In general, these are primarily associated with intake & triage, comprehensive claims systems, medical bill review and payment, and contract/vendor administration.

This decision entails hiring District employees to provide the core services (as stated above) of the Workers' Compensation Program that was previously outsourced, in order to increase program stability, provide excellent medical care to injured employees, and reduce overall claim expenses. These job descriptions are being created or revised to appropriately staff and support the District's Self-Administered Workers' Compensation Unit within the Risk Management Department.

Financial Impact: There is no financial impact to the District.