



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, California 90813

September 27, 2012  
THURSDAY  
8:15 A.M.

- 1. CALL TO ORDER
- 2. ROLL
  - Terry Ulaszewski, Chairperson Present \_\_\_\_\_
  - Linda Vaughan, Vice-Chairperson Present \_\_\_\_\_
  - Vera Mulkey, Member Present \_\_\_\_\_
- 3. PRELIMINARY
  - 3.1 Pledge of Allegiance to the Flag
  - 3.2 Introduction of Guests
- 4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
- 5. REPORT FROM THE EXECUTIVE OFFICER
- 6. HEARINGS None
- 7. MINUTES
  - 7.1 Approval of Minutes for September 13, 2012 Action
- 8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 Classification/Restructure Recommendations per Education Code 45246
- 9. BULLETINS AND TESTING ACTIONS
  - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B None
  - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Action
- 10. OTHER ITEMS
- 11. The next regular meeting of the Personnel Commission will be held on October 11, 2012 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
- 12. CLOSED SESSION
- 13. ADJOURNMENT

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for September 13, 2012

PAGES: 7.1.1 – 7.1.4

Date: September 27, 2012

Reason for  
Consideration: Action

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Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, CA 90813

Chairperson Terence Ulaszewski called the meeting of the Personnel Commission to order at 8:20 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

Terence Ulaszewski, Chairperson  
Linda Vaughan, Vice-Chairperson  
Vera Mulkey, Member

**STAFF MEMBERS PRESENT**

Gail McMahon, Ed.D., Executive Officer  
Marilyn Balmer, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Vice President – Unit B; Meisha Washington, School Safety Communications Operator.

**REPORT FROM THE EXECUTIVE OFFICER**

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, reported to the Commission that she has been asked to conduct the recruitment for a Personnel Analyst for Inglewood Unified School District. Inglewood is a new Personnel Commission and they want to avoid any concerns related to a compromise in the recruitment and examination process.

Ms. McMahon also reported a Personnel Commissioner Association of Southern California (PCASC) dinner meeting and training session is scheduled for October 10<sup>th</sup>. It is anticipated training will be provided in the area of classification, and also on the agenda will be a discussion of strategies to reduce applicant pools.

Ms. McMahon also mentioned Commissioner Vera Mulkey's term is due to expire in December. Once the paperwork is received from the State Superintendent's Office we will begin the process.

Marilyn Balmer, Personnel Analyst updated the Commission on current recruitment activities. Ms. Balmer reported that correct procedures were not followed in the recent Custodian interviews, which resulted in 59 Custodian applicants being contacted to be re-interviewed. Ms. Balmer stated that staff saw this as an opportunity to provide more clarity to the raters and candidates by including additional information regarding the qualifications process in the correspondence that is mailed to them. Ms. Balmer thanked staff for their cooperation and assistance.

Dale Culton, Certification Services Manager, reported on the step salary increment implementation since the salary freeze has been lifted. He reported that employees will be receiving letters explaining the process and when they should see the step increment advancement on their pay warrants.

Mary Cates, Human Resources Supervisor, reported staff has begun fingerprinting Better Learning After School Today (BLAST) mentors. Personnel Commission is scheduled to fingerprint 90 mentors this fall. Ms. Cates thanked staff for working together to maintain the operations of the Certification and Employment Services unit while one of the technicians was out on leave.

Susan Learning, Personnel Analyst, reported she has scheduled CPR and First Aid certification training for October 17<sup>th</sup>. Two sessions will be held to certify up to 120 classified employees. Priority will be given to employees who work with students with special needs. Ms. Learning said she is also working on scheduling a second day of training in December to assure all interested employees have an opportunity to take the course.

Ms. McMahon mentioned the process has begun for the Student Services job family study. Ms. Learning stated allocation lists for each classification in the Student Services job family are being prepared to find out exactly how many classifications and employees will be involved. Preliminary numbers show approximately 40 classifications and 80 individuals will be involved.

HEARING OF PUBLIC TESTIMONY AND  
QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

HEARING OF PUBLIC TESTIMONY AND  
QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

Meisha Washington, School Safety Communications Operator, asked the Commission about the use of employees in other classifications working in her classification in the School Safety Department. Ms. McMahon asked Ms. Washington if she had been in contact with any staff member from the Personnel Commission office, Ms. Washington indicated she had not. Ms. McMahon asked Mr. Culton, to meet with Ms. Washington to review her concerns.

MINUTES

MINUTES

The Commission approved the minutes of the August 30, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan and seconded by Chairperson Ulaszewski to approve the minutes. The motion was carried and approved.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. Commissioner Mulkey moved to ratify the bulletins. The motion was seconded by Vice-Chairperson Vaughan and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Health Assistant	Dual	13-0019-51

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Vice-Chairperson Vaughan moved for approval. The motion was seconded by Chairperson Ulaszewski and was approved.

<b>Food Production Utility Worker</b>	<b>Dual</b>	<b>13-0001-0477</b>
List Valid: 9/11/12 -9/11/13		
Total applications received: 266	Total invited to exam: 62	
No. Passed: 12    No. Failed: 25	No. Withdrew: 25	No. Screened Out: 204

<b>Senior Food Production Utility Worker</b>	<b>Promotional</b>	<b>13-0002-0478</b>
List Valid: 9/11/12 -9/11/13		
Total applications received: 9	Total invited to exam: 5	
No. Passed: 2    No. Failed: 1	No. Withdrew: 2	No. Screened Out: 4

OTHER ITEMS

OTHER ITEM

Valeeta Pharr, CSEA Chapter 2 President, reported that many retirees have missed out on benefits by not becoming members of the CSEA retiree unit. CSEA does not want these employees to miss out and will be providing Human Resource Services and Personnel Commission with additional information for retirees. She mentioned CSEA, Chapter 2, in order to encourage enrollment in the retiree unit will pay the first year dues. She also mentioned that she and many members of CSEA are working on items CSEA feels strongly about for the November election especially encouraging a vote of yes on Proposition 30 and a no vote on Proposition 32.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 27, 2012, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:42a.m. to hear the appeals of candidate 8376374 and candidate 12411084.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 8376374 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 12411084 from current eligibility lists per Personnel Commission Rule 4.2.A.5. The appellant was not present.

OPEN SESSION

OPEN SESSION

The Commission returned to open session at 9:16a.m. The following reportable action was taken:

The Commission acted to grant the appeal of candidate 8376374 and instructed the Executive Officer to notify him of this decision.

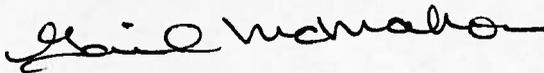
The Commission acted to sustain staff's recommendation to remove candidate 12411084 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District. They instructed the Executive Officer to notify her of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 9:18a.m.

Respectfully submitted,



Gail McMahon, Ed.D.  
Executive Officer

GM/mb

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Classification/Restructure  
Recommendations

PAGES: 8.1.1- 8.1.16

Date: September 27, 2012

Reason for  
Consideration: Action

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One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendation for the consideration of the Commission.

<u>CREATE A CLASSICATION</u>	PAGE
Risk Management Insurance Coordinator (Salary Range 48 M2)	2

RECLASSIFY A POSITION

<u>Incumbent</u>	<u>Classification</u>	<u>Site</u>
John Aube	Fr: Workers' Compensation Program Coordinator (Salary Range 46 M2)	Risk Management
	To: Risk Management Insurance Coordinator (Salary Range 48 M2)	Risk Management

REVISE CLASSIFICATION SPECIFICATION AND REALLOCATE SALARY

Risk Management Benefits Coordinator from Salary Range 46 M2 to Salary Range 48 M2

ABOLISHMENT OF CLASSIFICATION

Workers' Compensation Program Coordinator



## PERSONNEL COMMISSION

**Members**  
Vera Mulkey  
Terence Ulaszewski  
Linda Vaughan

**Executive Officer**  
Gail McMahon, Ed.D.

September 27, 2012

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to classifications within the Risk Management Department

### **Background**

Staff received a request to review the responsibilities of the Workers' Compensation Program Coordinator, John Aube, to determine if he is working within the scope of his job description. Staff reviewed the appropriate reclassification paperwork submitted by John Aube and subsequently met with the affected employee and later, his current supervisor, Yumi Takahashi, Financial Services Officer. Staff then found it necessary to meet with John Relich, Risk Management Benefits Coordinator, to gain a better understanding of changes which occurred in the Risk Management Department over time.

The Risk Management Department is currently managerially structured to include a Risk Management Director, currently vacant, responsible for overseeing the district's complete risk management program; a Risk Management Benefits Coordinator who coordinates the services and activities of the health and welfare insurance benefits and a Workers' Compensation Program Coordinator, responsible for coordinating workers' compensation activities.

In August of 2008 the Risk Management Director resigned, approximately six weeks after John Aube was employed as the Workers' Compensation Coordinator. The position has remained unfilled since 2008.

### **Study and Findings**

Although John Aube's job description indicates responsibility for coordinating the District's workers' compensation claims administration program, he also currently handles renewal and claim issues for other District insurance, responsibilities which were previously handled by the Risk Management Director. Specifically, he oversees renewal and claim issues for liability insurance, property insurance, earth movement and flood insurance, pollution legal liability insurance, student accident insurance and the owners controlled insurance program (an insurance program paid by the District to

cover the variety of insurance necessary to the District and its contractors related to facilities and construction).

While the process of handling renewals and claims administration may have different procedures and vendors for each different type of insurance for which the renewals and claims fall, the general information gathering, record keeping, coordination, reporting and settlement process will be similar. The fact that John Aube is and has been responsible for oversight of insurance programs other than workers' compensation while important and should be reflected in the job description, the additional duties are of the same type, nature and level as required of a worker's compensation coordinator.

The matter then turns to whether or not the incumbent is required to perform higher-level responsibilities in other duties. Those reporting to a director may participate in the decision-making process by providing input and recommendations, but final decisions are normally left to the director in areas such as budgeting, program planning and development, identification of program needs, policy development, evaluation of program objectives and determining the best use of resources. During the interviews, it was discovered that a portion of these duties are handled by both coordinators within the department.

For example, the Worker's Compensation Program Coordinator directs preparation of records and reports necessary to develop cost analysis and safety loss prevention and then interprets the reports for guidance in the decision-making process for management. He also analyzes district insurance costs, loss, claims experience and accident history and makes recommendations. Additionally, he determines insurance needs and coverage conditions, monitors and evaluates the services provided by brokers of record and inspects facilities to evaluate conditions affecting safety and risk management control. These duties are outlined in the job description for the Risk Management Director.

Likewise, the Risk Management Benefits Coordinator reviews and analyzes costs, directs preparation of reports and conducts analysis for guidance in the decision-making process for negotiations; analyzes insurance costs and makes recommendations to lower or reduce costs; is responsible for plan design based upon identified objectives; negotiates with vendors and prepares requests for proposals. These duties were historically completed by the Risk Management Director.

It is important to note, since the position of Risk Management Director has been vacant, the coordinators, because of their subject matter expertise in the respective fields, have been relied upon more frequently in areas in which the director would have been responsible. However, there are limitations in place. In the case of the Workers' Compensation Program Coordinator, settlement authority for claims is limited. In the case of the risk management benefits coordinator, clearly defined district objectives with regard to health and welfare benefits drive plan design.

As a result, although the coordinators within Risk Management have assumed a portion of director responsibilities, a complete assumption of all duties has not occurred. The reasons are twofold: the structure of the department is divided into two separate and distinct areas (benefits and workers' compensation) and the Financial Services Officer maintains oversight and provides administrative direction.

The Financial Services Officer will maintain direct oversight of the risk management area. Oversight will include having final budget authority as well as identification and evaluation of program objectives.

Discussions were held with regard to plans for filling the vacant Risk Management Director position. Due to budget matters, while it is anticipated the position may be filled when resources are available, it is not likely the position will be filled in the near future. Prior to filling the position of Risk Management Director in the future, staff recommends reviewing all management-level positions in the department to revisit the duties assigned to each classification.

### **Salary**

The current salary range is 46 for the coordinators within the Risk Management Department. The salary range for the Risk Management Director is 55. Staff was unable to locate comparable positions for the Worker's Compensation Program Coordinator and Risk Management Benefits Coordinator as the structure of the department and these positions are unique. Although many mid-size school districts have a Risk Management Director, the directors handle all aspects of insurance and health and welfare benefits and report directly to the Chief Business Official or Assistant Superintendent of Business Services.

Given the assumption of duties by the coordinators within the department since August of 2008 when the Risk Management Director resigned, staff recommends the class descriptions and titles be changed to reflect the duties currently being performed. In addition, staff recommends the salary range be changed from Salary Range 46 to Salary Range 48 to acknowledge the higher-level duties. District administration supports this recommendation.

### **Recommendations**

Staff recommends the Personnel Commission pursuant to California Education Code 45285 and 3.3 of the Rules and Regulations for the Classified Service act to:

1. Adopt the new class description for Risk Management Insurance Coordinator;
2. Allocate the Risk Management Insurance Coordinator classification to salary range 48;
3. Reclassify John Aube into the Risk Management Insurance Coordinator classification at Salary Range 48;
4. Adopt the revised job description of Risk Management Benefits Coordinator;

5. Allocate the Risk Management Benefits Coordinator to Salary Range 48;
6. Abolish the classification of Workers' Compensation Program Coordinator.



## PERSONNEL COMMISSION

Class Code:  
Salary Range 486 (M2)

### WORKERS' COMPENSATION PROGRAM RISK MANAGEMENT INSURANCE COORDINATOR

#### JOB SUMMARY

Under administrative direction, plan, organize and coordinate the services and activities of the District's property, liability and workers' compensation insurance and workers' compensation-claims administration programs; coordinate and oversee the District's light duty/return to work program; develop, implement and monitor safety training programs; train and evaluate the performance of professional and support staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize and coordinate the services and activities of the District's insurance programs and workers' compensation claims administration programs; assure compliance with applicable laws, codes, rules and regulations. **E**
- Participate Coordinate—the reviewing, selecting and negotiating of claims administrators and insurance brokers; research, analyze, cost out and make recommendations regarding proposed bids, contracts and amendments. **E**
- Monitor and evaluate the service provided by brokers of record, service providers and insurance programs. **E**
- Direct preparation of records and reports necessary to develop cost analysis and safety loss prevention summaries for guidance of management. **E**
- Use risk analysis techniques to determine insurance needs and develop coverage conditions and specifications for brokers. **E**
- Inspect facilities and grounds to evaluate conditions affecting safety and risk management control. **E**
- Negotiate adjustments of insured and uninsured loss claims with insurance carriers within specified dollar amounts and assist legal representatives to provide information for litigation of insurance risk. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assure confidential, quality customer service is provided to employees and others seeking assistance with workers' compensation matters. **E**
- Coordinate and oversee the District's light duty/return to work program; consult with medical professionals and consultants regarding employee injuries, medical treatments,—therapy requirements, length of recuperation, work restrictions and

**Workers' Compensation Program Risk Management Insurance Coordinator -  
Continued** **Page 2**

special accommodations to assist injured employees return to work; schedule Americans with Disabilities (ADA) meetings with employees. **E**

- Coordinate ergonomic evaluations; analyze claims for frequency and severity; develop a model Injury Illness and Prevention Program (IIPP); represent the District during CAL-OSHA inspections, visits, and hearings; coordinate responses to citations. **E**
- Oversee the receipt, completion, distribution and posting of workers' compensation forms, notices and employer reports to designated claims administrator for claim handling and adjustment. **E**
- Oversee the internal investigations of workers' compensation claims; provide assistance to site representatives and supervisors in the preparation of accident reports; contact and interview administrators, supervisors and employees to obtain needed information. **E**
- Oversee insurance claims reporting and submission of information to appropriate insurance agency, and provide assistance to site representatives in coordinating completion of repairs; **E**
- Assure the accuracy of and forward workers' compensation forms and employer reports to designated claims administrator for claim handling and adjustment; review claims with attorneys and claims administrator; attend hearings and trials as needed. **E**
- Coordinate workers' compensation benefits with the claims administrator, District departments, attorneys, doctors, clinics and employees; participate in the settlement of claims; review settlement documents for accuracy and completeness; evaluate attorney services; audit the actions of attorneys. **E**
- Oversee clerical accounting activities of the workers' compensation program and related contracts; analyze, calculate and assure accuracy of various fees and benefit payments; review and approve financial reports and bank reconciliations. **E**
- Compose communications and oversee the publication and distribution of workers' compensation informational materials such as manuals, guides, handbooks, posting notices and brochures. **E**
- Develop policy and procedural manuals related to District claims reporting, administration and investigation, medical management and litigation management. **E**
- Serve as a liaison between the District, employees, and workers' compensation claims administrator representatives and pools in which the District is a member; remain current on vendor and legislature policy changes; implement legislative updates pertaining to workers' compensation insurance issues. **E**
- Review industrial accident reports and workers' compensation claims to identify trends and recommend corrective measures. **E**
- Develop, implement, monitor and evaluate medical services provided to injured workers by clinics and other medical professionals; make recommendations regarding retaining medical services. **E**
- Communicate with District employees, administrators and outside agencies such as vendors, claims administration firms, defense counsels, investigation firms and

**Workers' Compensation Program Risk Management Insurance Coordinator -  
Continued** **Page 3**

medical clinics and other medical professionals to coordinate activities, resolve issues and conflicts and exchange information. *E*

- Develop and conduct in-service employee workshops, seminars and other communication strategies related to workers' compensation and safety training; assure safety committees are implemented at sites. *E*
- Prepare or supervise the preparation of a wide variety of auditable reports, records, databases and files related to assigned activities; assure timely filing of State workers' compensation filing forms such as the Public Self Insurer's Annual Report. *E*
- Provide technical expertise and information to the ~~Risk Management Director~~ regarding assigned functions and ~~participate~~ recommends in the formulation of policies, procedures and programs; advise the ~~Director~~ management of unusual trends or problems and recommend appropriate corrective action. *E*
- Participate in the development and preparation of preliminary budgets for assigned activities and insurance coverages; control and authorize expenditures in accordance with established guidelines and limitations. *E*
- Operate a computer and assigned software; drive a District or personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, conferences and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions; prepare and deliver oral presentations as requested. *E*

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

A ~~Workers' Compensation Program~~ Risk Management Insurance Coordinator plans, organizes and coordinates the services and activities of the District's property, liability and workers' compensation claims administration programs. An incumbent will oversee and direct the internal investigations of ~~workers' compensation~~ claims and train and evaluate the performance of professional and support staff.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Planning, organization and coordination of property, liability and workers' compensation programs and claims administration.

Methods, practices and procedures used in workers' compensation administration and contract negotiations.

Regulatory agencies governing workers' compensation insurance.

Principles and practices of collective bargaining agreements.

Applicable laws, codes, rules and regulations related to assigned activities.

Budgeting and accounting practices regarding monitoring and control.

**Workers' Compensation Program Risk Management Insurance Coordinator -**  
**Continued** **Page 4**

Research methods and report writing techniques.  
Record-keeping techniques.  
Principles and practices of assuring high-quality customer service.  
Principles and practices of training and supervision.  
Public speaking techniques.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operations of a computer and assigned software.

**Ability to:**

Plan, organize and coordinate the services and activities of the District's property, liability and workers' compensation programs and claims administration.  
Prepare and supervise the preparation of a variety of auditable records, files and reports.  
Analyze situations accurately and adopt an effective course of action.  
Analyze, interpret and explain legal contract language.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Train, supervise and evaluate the work of others.  
Prepare and deliver oral presentations.  
Compose complex communications and informational materials.  
Oversee the accounting activities of workers' compensation programs and contracts.  
Participate in the development and preparation of preliminary budgets.  
Monitor and control expenditures.  
Analyze and develop work methods, procedures and schedules.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Plan and organize work.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

A Bachelor's degree in business administration, public administration, human resources management or a related field is required.

**Experience:**

Three years of experience coordinating large scale workers' compensation claims programs, including one year in a managerial capacity is required. Workers' compensation claims administration experience in a public school district is highly desirable.

**Workers' Compensation Program Risk Management Insurance Coordinator -**  
**Continued** **Page 5**

A Master's degree in business administration, public administration, or human resources management may substitute for one year of the required experience.

or

Sixteen quarter or fifteen semester units of College University Extension courses specific to workers compensation administration, return to work programs, disability programs management, ADA, Cal-Osha, California workers compensation employment law and related topics may substitute for one year of the required experience.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Workers' Compensation Claims Administrator certification, Workers' Compensation Claims Professional Designation or State of California certification as a Self Insurance Administrator is highly desirable.

Official Transcripts verifying either the Master's degree or C.E.U. units will be required of candidates requesting consideration for the alternate minimum education, training and experience prerequisites.

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment.

**WORKING ENVIRONMENT**

Office environment.

Driving a vehicle to conduct work.

Potential for contact with dissatisfied or abusive individuals.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally to file materials.

Bending at the waist, kneeling or crouching to file materials.

***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

7/27/2006



## PERSONNEL COMMISSION

Class code: 5102  
Salary Range 486 (M2)

### RISK MANAGEMENT BENEFITS COORDINATOR

#### JOB SUMMARY

Under administrative direction, plan, organize, and coordinate the services and activities of the District's employee health and welfare insurance benefits programs; participate in reviewing, selecting and negotiating benefit plans, vendors and providers; train and evaluate the performance of professional and support staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize and coordinate the services and activities of the District's employee health and welfare insurance benefits programs including medical, dental, vision, Internal Revenue Code (IRC) Section 125 plans, Deferred Compensation 403 (b) and 457(b) plans, retirement and life insurance plans; assure compliance with applicable laws, codes, rules and regulations. **E**
- Participate in Coordinate the reviewing, selecting and negotiating of benefit plans, vendors and providers; research, analyze, cost out and make formal recommendations regarding proposed bids, rates, contracts and amendments. **E**
- Direct preparation of records and reports necessary to develop cost analysis for guidance and decision-making of management; E
- Review and analyze district health and welfare benefits costs and make recommendations for cost reduction; E
- Manage carrier and vendor relationships in the service and delivery of the District's health and welfare plans. E
- Manage the implementation of plan design, carrier, and vendor changes that affect the administration of the health and welfare plan including developing timelines, managing testing and directing member and organizational communications. E
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan and coordinate the use of temporary staff; assure confidential, quality customer service is provided to employees, dependents, retirees and others seeking assistance with benefit matters. **E**
- Manage and Coordinate District-wide open enrollments; compose related communications and oversee the publication and distribution of insurance informational materials such as manuals, guides, handbooks and brochures. **E**

- Serve as a liaison between the District and insurance company representatives and agents; remain current on benefits related policy changes; implement updates pertaining to employee benefit issues. **E**
- Develop and recommend policies, regulations and collective bargaining contracts related to employee health and welfare insurance benefits. **E**
- Serve as subject matter expert in the administration and plan design of the health and welfare plans during union related activities, including attending negotiations and presenting to both management and bargaining groups. **E**
- Communicate with District employees, administrators, retirees, and outside agencies such as insurance providers and the District's broker/consultant to coordinate activities, resolve issues and conflicts and exchange information. **E**
- Provide information and guidance to employees and retirees regarding enrolling in a benefit plan to best meet their needs, insurance claims resolution, eligibility requirements, enrollment procedures, coverage and other related issues;
- Provide separated employees and dependents guidance regarding COBRA, CAL-COBRA and HIPAA rights and conditions; assure COBRA letters are mailed in a timely manner to eligible participants. **E**
- Develop and conduct effective in-service employee workshops, seminars and other communication strategies related to benefits for new, existing and retired employees. **E**
- ~~Oversee the management of unemployment claims, including developing a procedure manual, coordinating responses to claims with EDD, the unemployment claims administrator, and Human Resources, arranging for witnesses at hearings and compiling and analyzing claims reports develop and conduct in-service trainings on unemployment insurance related matters.~~ **E**
- Oversee the clerical accounting activities of benefit programs and contracts; analyze, calculate and assure accuracy of various fees including medical payments, self-insured program billings, premiums, payroll deductions and legal bills; review and approve financial reports and bank reconciliations. **E**
- Prepare or supervise the preparation of a wide variety of auditable reports, records, databases and files related to assigned activities; compile enrollee data for insurance brokers as requested; compose Requests for Proposals, policies, manuals and contracts. **E**
- Provide technical expertise and information to management~~the Risk Management Director~~ regarding assigned functions and recommend~~participate in the formulation of policies, procedures and programs;~~ advise management~~the Director~~ of unusual trends or problems and recommend appropriate corrective action. **E**
- Participate in the development and preparation of preliminary budgets for assigned activities; control and authorize expenditures in accordance with established guidelines and limitations. **E**
- Participate in the development, implementation and management of benefits management information systems. **E**
- Operate a computer and assigned software; drive a District or personal vehicle to conduct work. **E**

- Attend and participate in a variety of meetings, conferences and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions. *E*
- Lead the Health Benefits Committee and Sserve as a member of assigned committees such as the Health Benefits Committee; prepare and deliver oral presentations as requested. *E*

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

The Risk Management Benefits Coordinator plans, organizes and coordinates the services and activities of the District's employee health and welfare insurance benefits programs. An incumbent will take leadership in reviewing, selecting and negotiating benefit plans, vendors and carriers and train and evaluate the performance of assigned professional and support staff.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Coordination, organization and management of employee benefit programs.
- Methods, practices and procedures used in benefits administration and contract negotiations.
- Regulatory agencies governing health and welfare insurance.
- Principles and practices of collective bargaining agreements.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Budgeting and accounting practices regarding monitoring and control.
- Research methods and report writing techniques.
- Record-keeping techniques.
- Principles and practices of assuring high-quality customer service.
- Principles and practices of training and supervision.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operations of a computer and assigned software.

**Ability to:**

- Plan, organize and manage the services and activities of the District's employee health and welfare insurance benefits program.
- Prepare and supervise the preparation of a variety of auditable records, files and reports.
- Analyze situations accurately and adopt an effective course of action.

Analyze, interpret and explain legal contract language.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Train, supervise and evaluate the work of others.  
Prepare and deliver oral presentations.  
Compose complex communications and informational materials.  
Oversee the accounting activities of benefit programs and contracts.  
Participate in the development and preparation of preliminary budgets.  
Monitor and control expenditures.  
Analyze and develop work methods, procedures and schedules.  
Communicate effectively both orally and in writing.  
Plan and organize work.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

A Bachelor's degree in business administration, public administration, human resources management or a related field, including coursework in benefits administration is required.

**Experience:**

Three years of experience coordinating employee benefits programs, including one year in a managerial capacity is required. Employee benefits administration experience in a public school district and with joint employer and union health committees is highly desirable.

A Master's degree in business administration, public administration, or human resources management may substitute for one year of the required experience.

or

Sixteen quarter or fifteen semester units of College University Extension courses specific to benefits administration, workers compensation, Cal/Osha, California employment law and related topics may substitute for one year of the required experience.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Certified Employee Benefit Specialist (CEBS) certification is highly desirable.

Official Transcripts verifying either the Master's degree or C.E.U. units will be required of candidates requesting consideration for the alternate minimum education, training and experience prerequisites.

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment.

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.  
Potential for contact with dissatisfied or abusive individuals.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Reaching overhead, above the shoulders and horizontally to file materials.  
Bending at the waist, kneeling or crouching to file materials.

***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

7/27/2006

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:   Bulletins

PAGE: 9.1.1

Date:       September 27, 2012

Reason for  
Consideration: Action

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Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
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None

