

DIRECTOR OF INTEGRATED DISABILITY MANAGEMENT

DEFINITION

Directs, plans, implements, and administers a wide range of disability management programs for the District.

TYPICAL DUTIES

Directs the activities of Integrated Disability Management staff which include the administration of the following programs:

Workers' Compensation Claims Management, Acts of Violence, Fraud and Abuse Prevention, Reasonable Accommodation/Stay at Work Program, Employee Absence Management, Family Medical Leave Act Compliance, and Catastrophic Illness Donation Program.

Directs the research, evaluation, selection and implementation of disability management strategies. Directs and enforces contract insurance requirements for all integrated disability management vendors and contractors.

Represents the District in litigation, depositions, and hearings relative to integrated disability management programs.

Appoints and manages the third party claims administrator responsible for processing workers' compensation claims.

Ensures contract compliance and the allocation of program costs for all disability management contractors.

Reviews and authorizes payments and participates in resolving complex or severe claims.

Develops and implements policy and procedure changes.

Participates in the development and implementation of performance measures and organization and staffing.

Meets and works with representatives of other organizational units to address implementation of policy and procedures and to resolve operational problems (e.g., Payroll, Office of General Counsel, School Police, Human Resources and Personnel Commission).

Represents the District in legislation, depositions and hearings relative to integrated disability management programs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Integrated Disability Management plans, implements, and administers a wide range of disability management programs for the District.

The Chief Risk Officer plans, organizes, assigns, directs, and reviews the activities of the Division of Risk Management and Insurance Services and oversees the planning and implementation of related policies and programs of the District at the executive level.

The Disability Manager is responsible for managing the activities concerning the development, implementation, and evaluation of the disability management program.

A Claims Coordinator manages the activities and employees of a workers' compensation, disability management, or liability program.

SUPERVISION

The Director of Integrated Disability Management receives administrative direction from the Chief Risk Officer and exercises supervision over subordinate supervisors. General direction will be exercised over other lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of claims and disability management
- Applicable local, State, and federal laws, rules, and regulations pertaining to disability management and claims
- Program planning and evaluation
- Basic principles of contract law, public purchasing, research, cost analyses and control, budgeting accounting, and merit-system personnel administration
- Principles of loss control
- Principles of supervision and training
- Merit system and related provisions of the California Education Code Laws and laws and procedures pertaining to the Public Employees Retirement System, rules, regulations, policies, procedures, and collective bargaining agreements pertaining to the classified employees of the District

Ability to:

- Direct and coordinate diversified activities through lower-level managers
- Direct and evaluate the work of subordinate personnel
- Prepare reports involving summaries and analyses of information and the justification of controversial recommendations or findings
- Present oral and written reports and recommendations concisely, completely, logically, and convincingly
- Effectively interact with public and private sector functionaries to carry out the District's integrated disability management programs
- Work well under pressure of multiple priorities and short deadlines
- Effectively negotiate with vendors
- Effectively promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment
- Maintain confidentiality

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in human resources, school business management, business or public administration, or a related field.

Possession of certification as an Associate of Risk Management (ARM), Associate in Risk Management- Public Entities (ARM-P), Associate in Claims (AIC), State of California Self Insured Administrator Certificate, and/or Certified Professional in Disability Management (CPDM) is preferable.

Experience:

Four years of managerial or administrative experience with responsibilities for disability management programs including policy development, disability management program implementation or administration, or contract negotiation and management. At least two years of the required experience must be at the supervisory level.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES:

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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