UNIVERSITY OF SOUTHERN CALIFORNIA
Workers’ Compensation and Disability Assistant
Job Code: 117150

OT Eligible: Yes
Comp Approval: 3/30/2016

JOB SUMMARY:
Provides information and assistance to University employees regarding the workers’ compensation and disability program and services. Provides clerical and administrative support to the department. Communicates procedures and guidelines.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Serves as a liaison between the departments and third party administrator regarding processing of workers’ compensation claims.

Coordinates with medical providers regarding verification of workers’ compensation claims and invoicing.

Counsels all University employees regarding workers’ compensation and disability program and services.

Disseminates information to Absence Partners on policies and procedures. Explains claims process.

Partners with third party administrator to ensure the University is within compliance with state mandated rules and regulations. Updates and implements processes that ensure continued efficiencies and added services to the University.

Reviews and verifies employee’s eligibility for disability insurance benefits for the Employment Development Department (EDD).

Assigns cases in Dovetail system to the disability team members.

Assists with purchase orders and controls office supplies for the department.

Assists with special projects, as assigned.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
   High school or equivalent

Minimum Experience:
   1 year
   Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
   Human resources support services background

Preferred Education:
   Associate's degree

Preferred Experience:
   2 years

Skills: Administrative:
   Answer telephones
   Assemble and coordinate manuscripts
   Balance figures
   Communicate with others to gather information
   Compose letters
   Compute totals
   Edit routine documents
   Establish filing systems
   Gather data
   Input data
   Maintain filing systems
   Research information
   Understand and apply policies and procedures
   Verify calculations
   Writes memorandums for own signature

Skills: Machine/Equipment:
   Calculator
   Computer network (department or school)
   Computer network (university)
   Computer peripheral equipment
   Fax
   Personal computer
   Photocopier

Supervises: Level:
   May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _____________________________________  Date:_____________________________

Supervisor: _____________________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. 
They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills 
required of personnel so classified.
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