

## DISABILITY MANAGER

### DEFINITION

Directs the daily activities as well as the overall functions of the District's disability management program and assists the Director of Insurance Risk Management by implementing, developing, and overseeing Return to Work/ Stay at Work and reasonable accommodation programs.

### TYPICAL DUTIES

Directs the District-wide disability management program.  
Develops and implements District-wide Return to Work/ Stay at Work and reasonable accommodation policies and procedures.  
Compiles and analyzes data in making recommendations for policy, procedural, legal, and rule changes in compliance with existing regulations such as workers' compensation laws, Fair Employment and Housing Act, Americans with Disabilities Act, and Family and Medical Leave Act.  
Prepares and reviews budget, accounting, procurement, and financial analysis for reasonable accommodation and Return to Work/ Stay at Work funds.  
Facilitates the Reasonable Accommodation Committee meetings and ensures decisions are in compliance with applicable laws, rules, and regulations.  
Organizes and provides complex and sensitive alternate work opportunities with temporary or permanent work restrictions to negate referral to vocational rehabilitation when feasible.  
Represents the District in litigation claims, depositions, and hearings relative to complex Return to Work/ Stay at Work or vocational rehabilitation issues.  
Assigns, trains, and supervises a staff engaged in coordinating with Local Districts, Branches, the Personnel Commission, the Medical Director, Third Party Administrator (TPA) and outside agencies to allow the early return to work of injured or ill employees; ensuring reasonable accommodation is arranged; and processing and tracking certificated and safety personnel disability retirement, and certificated personnel special leaves and acts of violence.  
Directs, reviews, and participates in studies to evaluate District-wide needs and services, and cost effectiveness of the disability management program.  
Designs and develops disability management training for operating departments and administrators.  
Reviews and analyzes tracking system of program participants for efficiency and effectiveness.  
Meets with and may address a variety of groups, including employees, officials of public agencies, and community organizations.  
Develops performance standards for personnel in the disability management unit.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

The Director of Insurance Risk Management oversees, directs, and organizes the activities of the risk management department including the development and administration of third party contracts, insurance programs, unemployment compensation, claims reporting, and management and safety matters.

A Workers' Compensation Claims Coordinator administers the activities of the workers' compensation or return to work programs; oversees the processing of claims for payment of workers' compensation benefits; and coordinates activities with the third party administrator and other District departments.

## SUPERVISION

General direction is received from the Director of Insurance Risk Management. General supervision is exercised over technical and clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of disability management
- Applicable local, State, and federal laws, rules, and regulations pertaining to disability retirement and reasonable accommodation
- Principles of public relations
- Principles of training, employee evaluations, and employee relations
- District collective bargaining law and labor agreements, and Personnel Commission rules
- Organization and policies of the Los Angeles Unified School District
- Principles of supervision and office management
- Basic principles of systems and procedures analysis for data processing

### Ability to:

- Interpret pertinent laws, rules, and regulations
- Supervise and administer work activities effectively through subordinate supervisors
- Communicate effectively orally and in writing
- Prepare clear and concise reports
- Operate a computer and related peripheral equipment
- Work effectively with District personnel, contractors, attorneys, and the general public

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

Four years of workers' compensation administration or disability management with retirement experience above the professional entry level for a large private or public organization with at least 5000 employees, including at least two years of supervisory experience. Certification as an Associate of Risk Management (ARM) or Associate in Claims (AIC) is desirable.

### Special:

- A valid California Driver License.
- Use of an automobile.

## SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.

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 to change typical duties of a position at any time.

New Class  
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