CLASS TITLE: WORKERS' COMPENSATION ANALYST

CHARACTERISTICS OF THE CLASS

Under general supervision, monitors and evaluates workers' compensation claims data; and performs related duties as required

ESSENTIAL DUTIES

- Executes and facilitates the City's Return-to-Work Program and transitional duty processes for employees with temporary or permanent work restrictions or disabilities resulting from a workplace illness or injury
- Develops training curriculum and facilitates trainings of various departments
- Audits and analyzes payroll and benefits data to identify financial implications and risks
- Monitors and analyzes various workers' compensation data to ensure compliance with applicable laws and regulations
- Collaborates with departmental liaisons regarding leave of absence statuses and claims to establish and track employee's compliance and progress towards return-to-work goals
- Prepares various reports for Senior Management
- Recommends updates to policies and procedures to ensure the effectiveness of program operations
- Tracks and documents leave of absence statuses

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree, PLUS at least three (3) years of work experience in human resources and/or disability management; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *Illinois Workers' Compensation Act
- *implementation of Return-to-work program
- *applicable federal and state leave related regulations (e.g., FMLA, HIPAA)

Moderate knowledge of:

- *applicable computer software packages and applications (e.g., MS Word, Excel, PowerPoint)
- *processing of lost time claims
- *human resources principles and practices

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING – Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- COMPLEX PROBLEM SOLVING – Identify complex programs and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns
- WRITE – Communicate information an ideas in writing so others will understand
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks

- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2022