



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **WORKERS COMPENSATION SPECIALIST II**  
Grade: 11

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs moderately complex (journey-level) work that is responsible for coordinating workers' compensation filing and reporting process for all County offices and departments; receives and reviews employees' incident reports; contacts physicians and health care providers; and maintains employee workers' compensation files. This position is also responsible for the processing and administration of other related programs such as FMLA, COBRA, and Unemployment Claims.

### **EXAMPLES OF WORK PERFORMED**

Coordinates workers' compensation filing and reporting process with all County offices and departments

Answers questions and responds to inquiries regarding Employee Benefits programs including distribution of program information relating to Workers' Compensation, Family Medical Leave Act (FMLA), COBRA insurance and light duty procedures

Receives and reviews incident reports on employees' injuries and determines return to work availability

Prepares workers' compensation documentation required by Texas Workers' Compensation Commission and ensures timely submission of all documents and materials

Coordinates with management staff of County offices and departments to assign eligible employees to light duty work within their medical restrictions

Coordinate claims with departments and with TPA Claims Adjuster on medical claims, loss time claims, and other related Worker's Comp. procedures

Establishes and maintains files on County employees who have been placed on worker' compensation or FMLA

Prepares and maintains summary reports and statistical information related to injured employees

Processes unemployment claims and coordinates with departments to insure all appropriate documents are available to properly contest claims by terminated employees

Maintain confidentiality of information discussed and/or documented within the Workers' Compensation Division

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Performs other appropriate duties as assigned

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited four (4) year college or university with major course work in business or a related field

Three (3) years' experience in workers compensation and/or claims adjustments

Two (2) years of related experience may be substituted for one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles and practices of office management and the equipment used

Knowledge of personnel management and supervision

Knowledge of Texas Worker's Compensation Program rules and regulation

Knowledge of Texas Unemployment Program rules and regulations

Knowledge of federal FMLA rules and regulations

Ability to communicate effectively orally and in writing

Skill in analyzing Unemployment claims and in coordinating required procedures with County Departments

Ability to meet deadlines and to adhere to timeframes as required by program rules and regulations

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations