

## DISABILITY MANAGER

### DEFINITION

Oversees the daily activities as well as the overall functions of the District's Integrated Disability Management program and assists the Deputy Chief Risk Officer by developing, implementing and, overseeing the Protected Leaves and Absences, Staff Attendance, Return to Work/ Stay at Work Reasonable Accommodation and Workers' Compensation programs.

### TYPICAL DUTIES

- Manages the day-to-day District-wide disability management program.
- Interprets, compiles and analyzes data in making recommendations for District-wide policy, procedural, legal, and rule changes in compliance with existing State and federal regulations such as the Workers' Compensation Act, Fair Employment and Housing Act, Americans with Disabilities Act, Family and Medical Leave Act, Public Employees Retirement System, and State Teachers Retirement System.
- Prepares and reviews budget, accounting, procurement, and financial analysis for Reasonable Accommodation, Return to Work/ Stay at Work and, Workers' Compensation funds.
- Facilitates the Reasonable Accommodation Committee meetings and ensures decisions comply with applicable laws, rules, and regulations.
- Represents the District in litigation claims, depositions, and hearings relative to Integrated Disability Management programs.
- Assigns, trains, develops, and supervises a staff engaged in coordinating with internal stakeholders and external stakeholders such as the 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 safety personnel disability and industrial retirement, and acts of violence.
- Manages, reviews, and participates in studies to evaluate District-wide needs and services, and the cost-effectiveness of the disability management program.
- Designs and develops disability management training for operating departments and administrators.
- Collects and analyzes data; develops, maintains, and presents statistical and other reports to manage and report program performance, injury reduction, and/or develops key performance indicators program documents.
- Recommends program policies and procedures, and cost containment.
- Reviews and analyzes tracking system of Integrated Disability Management program participants for efficiency and effectiveness.
- Resolves and responds to District and stakeholder disability management needs.
- Meets with and may address a variety of groups, including employees, officials of public agencies, and community organizations.
- Develops performance standards and conducts performance management of personnel in the Integrated Disability Unit and other personnel activities.
- 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 Deputy Chief Risk Officer assists in the administration of the Risk Management Division, participates in the planning and organizing of Division functions, and acts as the Chief Risk Officer as required.

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

## SUPERVISION

General direction is received from the Chief Risk Officer or Deputy Chief Risk Officer. General supervision is exercised over professional, technical and clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of disability management, protected leaves and workers' compensation
- Basic medical terminology
- Applicable local, State, and federal laws, rules, and regulations pertaining to disability retirement and reasonable accommodation
- Principles of public administration and 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 complex and pertinent laws, regulations, policies, and technical information
- 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, outside agencies and, the 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.

Possession of certification as an Associate of Risk Management (ARM) or Associate in Claims (AIC), Certified Professional in Disability Management (CPDM), Professional or Senior Professional in Human Resources (PHR or SPHR), Society for Human Resources Management SHRM-CP or SHRM-SCP, Workers' Compensation Claims Professional (WCCP) is preferable.

### Experience:

Four years of disability management experience managing at least two or more major responsibilities in Integrated Disability Management, including at least two years of supervisory experience, preferably for a large private or public organization with at least 1500 (one thousand

five hundred) employees. Experience in a public agency with a retirement/disability system is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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