Los Angeles Unified School District (LAUSD)  
DISABILITY MANAGER  
$105,700 to $131,000/annually  
Apply at www.lausdjobs.org

Los Angeles Unified School District (LAUSD) is seeking a DISABILITY MANAGER to oversee 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.

LA Unified anticipates hiring a Disability Manager to join a team of passionate professionals focused on creating a best-in-class disability management program.

The ideal candidate for this position will:

* Possesses broad professional and management experience in various areas of disability management (protect leaves and absences, staff attendances, return to work/stay at work reasonable accommodation and especially workers’ compensation programs.)

* Is knowledgeable about integrated disability management and possesses preferred certifications.

* Is enthusiastic, innovative and has had a successful record of implementing best practices for real and measurable results in performance, cost containment and efficiency.

* Is experienced managing change and addressing the factors that influence successful organizational change; He/she has a track record of identifying, evaluating, monitoring, and mitigating major risks and driving continuous improvement.

* Is a good manager and a clear communicator with a track record of motivating and developing staff; Supports their team to accomplish organizational outcomes.

* Possess excellent communication written and verbal skills and the ability to explain complex issues to non-insurance professional; this is essentials he/she will interact with a wide range of individuals including Board members, senior leadership, Labor partners, co-workers and subordinate staff.

TYPICAL DUTIES INCLUDE:

* 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.

MINIMUM 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 (4) years of disability management experience managing at least two (2) or more major responsibilities in Integrated Disability Management, including at least two (2) 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.

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