

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES</u> BWC Technical Resource Consultant	<u>SERIES NUMBER</u> 6647
<u>MAJOR AGENCIES</u> Bureau Of Workers' Compensation only	<u>EFFECTIVE</u> 06/05/2011

SERIES PURPOSE

The purpose of the Workers' Compensation Technical Resource Consultant occupation is to provide technical advice to staff regarding BWC Employer Management Services programs & insurance industry updates & government regulatory requirements.

This classification is to be utilized at the Ohio Bureau of Workers' Compensation only.

<u>JOB TITLE</u> BWC Technical Resource Consultant	<u>JOB CODE</u> 66471	<u>PAY GRADE</u> 14	<u>EFFECTIVE</u> 06/05/2011
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CLASS CONCEPT

The expert level class works under general direction & requires extensive knowledge of risk management strategies & business administration in order to serve as risk technical resource.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
BWC Technical Resource Consultant	66471	EX	06/05/2011	14

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as technical resource in research, development, maintenance & execution of employer management policies (i.e., loss control, loss prevention, rating programs & discount programs) for agency, synthesizes strategic direction set by Employer Management leadership & ensures reflection in EM policies through operation of policy unit, identifies need for new employer policies or modification to existing employer policies resulting from legislative action, executive orders & feedback from stakeholders (e.g., BWC employees, sponsoring organizations), leads workgroups or teams that administer EM policy to review current policy & discuss potential modifications, meets with various BWC department representatives to obtain necessary information for policy development, consults regularly with senior EM management on potential policy changes, coordinates policy review & approval with appropriate stakeholders (e.g., affected departments, BWC Legal Division, executive staff), executes policies on statewide level, prepares approved policies for posting on internal & external websites, responds to policy inquiries from affected employers, BWC employees & other entities, trains EM staff on new policies or policy changes & associated impact on BWC operations, makes policy recommendations to other areas of BWC needed to maintain consistency with employer management policies, consults with contacts established with various entities (e.g., sponsoring organizations, legislative liaisons & safety councils) to improve policy development process, review workers' compensation statutes, rules & policies in other states to identify "best practices" & recommends or implements changes to BWC policy accordingly, establishing regular plan for policy review & executes review process.

Serves as technical resource to BWC staff concerning employer management programs; provides technical direction & assistance in program improvement, development &/or implementation; monitors & manages employer programs (i.e., ensures consistency with ORC, OAC & other legislation); reviews proposed employer management training materials for accuracy & recommends modifications; participates on project teams that impact agency priorities, goals & initiatives relating to employer management operations; provides assistance in development of rating plans & discount plans; meets with external stakeholders (e.g., third party administrators, employers, legislative representatives, legislators) regarding employer management program operations.

MAJOR WORKER CHARACTERISTICS

Knowledge of risk management strategies, business administration; BWC employer programs & rating plans*; claim cost containment methods; public relations; human relations; research methods; government structure and process relating to Ohio BWC*; Ohio Revised Code & Administrative Code relating to workers' compensation*; BWC policies & procedures*; BWC Employer Management Services policies & procedures*; interviewing. Skill in operation of personal computer & software (e.g. MS Office suite)*; office equipment (e.g., copier, printer, calculator). Ability to deal with many variables & determine specific action; proofread technical materials, recognize errors & make corrections; use proper statistical research methods in gathering data; gather, collate & classify information about data, people or things; write programs & procedures, deal with all levels of staff & management, public & private employers, union & non-union environments, small & medium & larger corporations; handle sensitive inquiries from contacts with business & government officials; prepare general & specialized materials for training & speeches for variety of participants.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in business administration, risk management or related field of study; 3 yrs. exp. in public or private organization holding position involved in risk management or loss control activities; 3 yrs. exp. in policy development.

- Or 5 yrs. exp. in public or private organization holding position involved in risk management or loss control activities; 3 yrs. exp. in policy development.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Work involves operation of computer terminal for long periods of time. Requires occasional travel.