

**STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION**

<u>CLASSIFICATION SERIES:</u> BWC Technical Resource Consultant	<u>SERIES NO.:</u> 6647
<u>MAJOR AGENCIES:</u> Bureau of Worker's Compensation only	<u>EFFECT. DATE</u> 01/09/2005

SERIES PURPOSE:

The purpose of the Workers' Compensation Technical Resource Consultant occupation is to provide technical advice to staff regarding the most difficult or complex BWC employer management services programs & insurance industry updates & government regulatory requirements.

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

CLASS TITLE

BWC Technical Resource Consultant

CLASS NUMBER

66471

PAY RANGE

15

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The expert level class works under general direction & requires extensive knowledge of risk management strategies & business administration or extensive knowledge of safety practices, physical sciences, safety management or safety engineering in order to serve as risk or safety & hygiene technical resource.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
BWC Technical Resource Consultant	66471	EX	01/09/2005	15

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.)

Serve as risk technical resource (e.g., acts as resource for employer management staff to include employer management supervisors, premium audit supervisors, business consultants, re-employment specialists, employer services specialists, accountant examiners, safety consultants); develop & implement employer management policy & manage employer management education program for assigned region; interpret employer management services programs, trends, & insurance industry updates & government regulations; troubleshoots problem areas/programmatic/operational needs in current programs & policies & recommends changes/modifications; monitors effectiveness of current programs in assigned region and makes changes based on input from internal (e.g., BWC Employer Services Specialist, Employer Management Supervisors, Premium Audit Supervisors) and external sources (e.g., employers and/or their representatives); ensures technical adequacy of employer management services policies; guides & directs field staff in problem resolution for employers/jobs; trains employer services staff on policy issues; maintains contact with established legislative liaisons to keep informed on status of pending legislation that could impact the Technical Support program; consults with contacts established with related agencies (e.g., OMA, BX, NFIB, ODADAS, Labor Unions, Ohio Chamber).

Visit employers in order to benchmark employer management services data applications & trends in the marketplace; advocate use of BWC on-line tools to customers; participate in special projects (e.g., WC University, Public Employer Summits); serve on committees;

OR

Serve as safety hygiene technical resource (e.g., acts as safety technical resource for assigned region; provides expertise in safety hygiene disciplines to include industrial & construction safety, ergonomics, industrial hygiene, safety culture, consulting & wellness; interpret and apply most recent BWC employer management service programs & insurance industry updates & government regulatory requirements; develop & implement policy & manage employer safety awareness & education program for assigned region; monitors program effectiveness in assigned region and makes changes based on input from internal and external sources; research, purchase & budget field equipment to include electrical testers, air monitors, force gauges, heat stress monitors, personal protective equipment; monitor deployment and training for field equipment; monitor pending legislation to determine potential impact on agency); researches technical solutions to questions and serves as subject matter expert and answers questions and actively participates in brainstorming & problem-solving meetings with staff; (e.g., safety grant program field validation, preferred market program selection, safety council technical guidance) & makes policy recommendations for other departments of DSH based on current industry information, research, BWC and state and federal legislation; maintains contact with legislative liaisons to keep informed on status of pending legislation that could impact the Technical Support program; consults with contacts established by Technical Advisor with related agencies (e.g., OMA, BX, NFIB, NSC, OSHA, NIOSH); provide guidance and direction to field staff to resolve employer & job specific safety problems; makes recommendations on hiring and discipline based on technical skills and quality of work.

Maintain skills bank of regional staff involved in safety discipline; evaluate quality of work & technical accuracy of regional safety staff both in-house and during employer site visits; develop & implement staff training & field mentoring programs; assists supervisor in establishing annual budget; provide quality control for technical reports & safety-related classes offered by BWC.

Visit employers in order to benchmark safety tools & trends in the marketplace; advocate use of BWC on-line tools to customers; conduct safety-training sessions for internal & external customers; participate in special projects (e.g., WC University, Public Employer Summits); serve on committees; writes and presents informational programs and speeches.

MAJOR WORKER CHARACTERISTICS:

Knowledge of risk management strategies, business administration; BWC employer programs & rating plans; claim cost containment methods; public relations; human relations; government structure and process relating to Ohio BWC; BWC policies & procedures*; BWC Employer Management Services policies & procedures*; interviewing; physical sciences, safety sciences, safety management or engineering (e.g. bio engineering, ergonomics/human factor engineering, electrical engineering, safety engineering, mechanical engineering); hazard assessment tools; local/state/federal safety policies, guidelines & regulations (e.g. OSHA, NIOSH, OMA, ANSI); training & development. Skill in operation of personal

computer & software (e.g. MS Office suite, WCIS, V3, MS Project)*; use of analytical field tools (e.g. CO monitor, WBGT monitor, tic tracer, stop-time measuring device, voltage tester). Ability to deal with many subtle, complex & unusual variables & determine specific action; understand manuals & verbal instructions, technical in nature; prepare meaningful, concise & accurate reports; 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; maintain broad, deep, up-to-date knowledge of the tools & applications; interpret & apply safety science to workplace situations for all industries; adapt communication of trends to various audiences; 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 educational program commensurate with official position description on file; 4 yrs. exp. in public or private organization holding position involved in activities similar to those described in official position description on file.

- Or 6 yrs. exp. in public or private organization holding position involved in activities similar to those described in official position description on file.

-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; occasionally exposed to chemicals and physical hazards when making worksite visits.