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| 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 Worker's <u>Workers'</u> Compensation only | <u>EFFECTIVE</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~~ Workers' Compensation only.

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| <u>JOB TITLE</u> BWC Technical Resource Consultant | <u>JOB CODE</u> 66471 | <u>PAY GRADE</u> 45-14 | <u>EFFECTIVE</u> 01/09/2005 |
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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>JOB TITLE</u> | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
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| BWC Technical Resource Consultant | 66471 | EX | 01/09/2005 | 15-14 |

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.)

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. 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; 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)*; office equipment (e.g., copier, printer, calculator) use of analytical field tools (e.g. CO monitor, WBGT monitor, tie 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 business administration, risk management or related field of study; 4 3 yrs. exp. in public or private organization holding position involved in activities similar to those described in official position description on file 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 activities similar to those described in official position description on file 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; occasionally exposed to chemicals and physical hazards when making worksite visits.