



## Position Vacancy

RFP #25-089-01

**Position:** Worker's Compensation and Safety Coordinator  
**Department:** Human Resources  
**Salary Range:** Full Range: M-7 \$60,165 – 77,830  
**Schedule:** Monday, Wednesday & Thursday 8:30 a.m. to 5:00 p.m.  
Tuesday 8:30 a.m. to 7:00 p.m.  
Friday 8:30 a.m. to 12:30 p.m.  
Hours per week: 37.5



*The City of Framingham is currently a 100% onsite work environment.*

- Position will remain open until filled. Priority will be given to those who apply within the first 21 days.
- The City of Framingham's Human Resources' Office is located in the Memorial Building at 150 Concord Street, Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

The Human Resources Department provides a broad range of Human Resources services to over 600 employees in more than 25 City departments, as well as Benefits and Worker's Compensation programs for City and School employees.

### **Position Purpose:**

The Worker's Compensation and Safety Coordinator manages the self-insured workers' compensation and injured on duty programs for city and school employees, and develops injury prevention/safety programs for all municipal departments. Also manages Federal Motor Carrier regulations (FMCS) for CDL drivers and OSHA compliance for city.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Functions as point of contact for injured workers, coordinating care, responding to questions and concerns
- Responds promptly and timely to inquiries from injured workers', medical personnel and departmental supervisors
- Monitors safety programs and policies for conformance with OSHA guidelines and other governmental regulation compliance.
- Maintain OSHA log
- Manages workers compensation claims, DIA forms, paying medical bills and payroll for injured workers
- Coordinates Transitional Duty Program after injuries involving lost time

- Develops and maintains close communication with third party administrators, medical providers providing services for injured employees and serves as a liaison between injured employees and department supervisors.
- Communicates workers' compensation benefits to injured workers.
- Establishes communication with key contacts in each department to keep supervisors up to date
- Plans, coordinates and assists with annual mandatory safety training for all staff.
- Presents new employee safety orientations.
- Monitor safety training needs, assist with designing, developing and conducting training and education programs for employees to raise safety awareness and prevent injuries.
- Conducts safety surveys and writes reports on survey findings and work with the facility to establish corrective actions, responsible parties and timeliness for completion.
- Inspects and evaluates work areas for hazards and unsafe working conditions and takes corrective action.
- Investigates accidents, prepares and files reports and analyzes nature of accident to determine cause and necessary corrective action.
- Aids in the revision and updates of safety programs to improve employee safety awareness.
- Aids in the development of policies, programs and projects to abate workplace hazards.
- Maintains effective relationships with management as well as employees regarding all injuries and safety matters.
- Ensures that all safety policies are followed.
- Supports all departments to encourage a high level of safety awareness for an accident-free work place.
- Reports any unsafe or hazardous work conditions or safety-related issues to Management.
- Accomplishes all tasks as appropriately assigned or requested.

#### **Qualifications:**

- Bachelor's Degree in a business or related field
- At least 3 years of claim management, benefits or HR administration experience strongly preferred
- Successful results of a MA CORI/SORI background check
- Must be able to travel independently to and about other work sites
- Knowledge of:
  - o Massachusetts Workers Compensation Laws
  - o Safety and claims management practices
  - o MA Chapter 41, Section 111F IOD benefits
- Ability to:
  - o Maintain effective working relationships with others
  - o Assure timely compliance with deadlines and the resolution of pending matters
  - o Maintain tact and discretion in challenging situations and interactions with employees
  - o Maintain confidential information and to respond quickly to unexpected project with short deadlines or changes in important procedures
- Necessary Skills:
  - o Organization
  - o Communication
  - o Proficient in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
  - o Ability to work independently and as part of a team
  - o Must be accountable, proactive and reliable
  - o Able to speak with and support employees in a wide range of departments

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

#### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.***

This position works at a desk; moves about offices to access file cabinets and office machinery; occasionally lifts objects weighing up to 10 pounds, such as supplies, folders, and books, operates a keyboard at efficient speed and views computer screen for extended periods of time. Requires the ability to travel independently to and about other work locations.

**Supervision Scope:**

- This position reports to the Director of Human Resources.
- Follows guidelines and protocols while also reassessing and revising procedures if necessary.
- The employee is not required to regularly supervise any city employees.

**Job Environment:**

- Work is performed under typical office conditions.
- Work environment can be moderately noisy.
- Operates computer, calculator, telephone, copier, fax machine, and other standard office equipment.
- Interacts with all city departments, including the schools, and city officials.
- The position also involves visiting other municipal work sites in Framingham.

**Accountability:**

Consequences of errors, missed deadlines or poor judgment may include adverse customer relations and monetary loss and legal implications

**Judgement:**

Well-defined or detailed rules, instructions, and procedures cover most aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case. Errors in judgment could result in department errors, lower standards of service, monetary loss or legal repercussions and possible negative public relations for both the department and the city.

**Complexity:**

Well-defined or detailed rules, instructions, and procedures cover most aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Nature and Purpose of Public Contact:**

Relationships with co-workers involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

**Occupational Risk:**

Risk exposure is similar to that found in typical office settings.