

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

Human Resources Compliance Specialist Human Resources 12 Month Executive Assistant Salary Schedule

**Grade 4
Salary Range of \$61,694 - \$73,888**

Scope of Responsibilities

Kalamazoo Public Schools is seeking a highly skilled and experienced Human Resource Compliance Specialist to join our school district. As the Human Resource Compliance Specialist, you will manage all aspects of the district workers' compensation program, which includes but is not limited to billing and return to work plans. Is responsible for OSHA/MIOSHA compliance and reports and provides leadership for the district safety program and training. Duties also include management and coordination of Family Medical Leave Act and unemployment insurance, driver recruitment and intake, fingerprinting of employees, and criminal record checks.

Performance Responsibilities

1. Directs the District's Workers Compensation program including the development and implementation of return to work and light duty programs, all necessary billing and reports. Secures TPA services and excess insurance coverage.
2. Monitors and forecasts District workers compensation expenses. Reconciles workers compensation payments.
3. Establishes and maintains procedures to assure efficient communication with the Districts Third Party Administrator for Workers Compensation.
4. Responsible for any Unemployment Claim and/or hearing for unemployment claims against the district.
5. Works cooperatively with the districts' medical resources in cases of injury or independent medical exams.
6. Processes and sets billing for Independent Medical Examinations.
7. Responsible for keeping detailed and timely records and works in cooperation with legal counsel to represent the District at Workers Compensation hearings and MESC investigations/hearings.
8. Prepares various workers compensation and OSHA/MIOSHA reports. Assures site level compliance with applicable reporting and safety standards.
9. Recruitment and intake of Bus Drivers and Campus Safety Officers
10. Coordinates the District wide Right to Know and Bloodborne Pathogen program online training.
11. Identifies areas of risk within the district and coordinates in-services to address safety concerns.
12. Promotes District wide safety programs and provides training as needed.
13. Responsible for electronic fingerprinting system and badges.

14. Manages criminal record check system for applicants and new employees. Conducts all record checks for volunteers and advises schools.
15. Chemical Hygiene Officer for the District and maintains MSDS data.
16. Processes Family Medical Leave Act (FMLA) for all employees and coordinates with benefits and payroll teams to ensure its accuracy
17. Assists with grievances, investigations and interviews as needed.

Minimum Qualifications

1. Bachelor's degree in personnel administration / labor law or equivalent experience.
2. Three or more years experience in job safety, workers compensation, human resources, or employee benefits administration.
3. Excellent written and verbal communication skills.
4. Appropriate technological skills for communications, record keeping, preparation of numeric reports and billing.
5. Possess a high level of organizational skill and a demonstrated evidence of excellence in record keeping.
6. Position requires an excellent work record (including attendance) and requires the highest degree of confidentiality.
7. Ability to develop effective working relationships with staff and the school community.

Desirable Qualifications

1. Thorough knowledge of workers compensation law and/or OSHA/MIOSHA regulations.
2. Prior experience in the implementation of unemployment and the Family Medical Leave Act.
3. Knowledge of bookkeeping practices and ability to operate a personal computer and related software.
4. Ability to communicate clearly and concisely, both orally and in writing.
5. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Interested applicants should apply online and attach their application to this posting.

**Kalamazoo Public Schools
Department of Human Resources
1220 Howard Street
Kalamazoo, Michigan 49008
(269) 337-0177 FAX (269) 337-0185**

**Position will be posted until filled
Visit our website at: www.kpsjobs.com**

Kalamazoo Public Schools is an Equal Opportunity Employer.