



Department of ADMINISTRATIVE SERVICES Job Postings



DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY - REPOSTED
WORKERS' COMPENSATION PROGRAM COORDINATOR
WORKERS' COMPENSATION UNIT

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

- Open To:** The Public (Must meet the Minimum Qualifications, including the General & Special Experience, listed below.)
- Location:** 450 Columbus Boulevard, Hartford, CT
- Job Posting No:** 112982-WCPC
- Hours:** 8:00 AM – 4:30 PM
- Salary:** MP 62 Salary Range: \$77,172 - \$105,224
- Closing Date:** December 16, 2016 **(This is a REPOST of Job Opportunity that was posted through 11/21/16. Those who applied for the original posting will be considered and do not need to reapply.)**

In the Department of Administrative Services' Workers' Compensation Unit the Workers' Compensation Program Coordinator duties will include coordination of loss control and/or risk management programs; analyzing all loss control and/or injury and/or illness data by agency and facility to determine trends and address specific areas of concern; preparation of reports on safety, accident prevention, loss control and risk management for agency distribution; recommendation of policies and procedures for risk management; planning, implementing, evaluating and promoting occupational safety and health programs; providing consultative and technical assistance to agencies, physicians, attorneys and claimants; communicating with other governmental agencies involved with occupational health and assisting with development of inter-agency programs; gathering, analyzing and summarizing fiscal and programmatic data; maintaining and generating reports from program's database; performing related duties as required.

Eligibility Requirement: The exam for this classification has been waived. In order to be considered for this vacancy, candidates must possess the minimum qualifications required, which includes the General and Special Experience listed below. **You must specify your qualifications on your CT-HR-12 Application.**

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skills and Abilities: Knowledge of occupational safety and health, loss control and risk management, current educational and training techniques, research methods and techniques. Must possess interpersonal skills with oral and written communication skills. Must have ability to plan, develop, implement and evaluate training programs; ability to manage, analyze and summarize fiscal and programmatic data.

General Experience: Eight (8) years experience in risk management, loss control, claims adjustment, occupational safety and health or contract management.

Special Experience: One (1) year of the General Experience must have primarily involved professional responsibility for loss control and/or risk management activities in the area of workers compensation and occupational safety and health.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in business administration, occupational safety or closely related fields may be substituted for one additional year of the General Experience.

Special Requirement: May require certification as a Certified Safety Specialist from the Board of Certified Safety Professionals.

Preferred Skills and Abilities:

- Possession of a Workers' Compensation Adjustor's License;
- Experience working with a Workers' Compensation third party administrator;
- Experience with preparing, monitoring, and analyzing fiscal data;
- Experience in budget preparation, review, and projections;
- Workers' Compensation Administrative hearing experience;
- Proficiency with MS ACCESS & EXCEL.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a [CT-HR-12 Application for Employment](#) (stating how you meet the minimum qualifications, including the preferred skills and abilities), and a resume to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
SmART/Human Resources
ATTN: Susan Turko, Human Resources Specialist

DUE TO THE RELOCATION OF OUR OFFICES, DO NOT MAIL YOUR APPLICATIONS!
APPLICATIONS MUST BE FAXED OR EMAILED:

FAX to: 860-622-2835 (Preferred Method)
OR
E-MAIL to: susan.turko@ct.gov

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 12/16/2016 WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.