



Office of Human Resources
Modified Duty Coordinator - CA0909
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General Statement of Duties

Performs full performance paraprofessional work coordinating appropriate work assignments for eligible employees injured on the job who are capable of performing modified duty.

Distinguishing Characteristics

None

Level of Supervision Exercised

None

Essential Duties

Serves as a technical advisor for modified duty program, provides consultative and technical guidance to city employees/managers and/or other stakeholders, and assists in resolving difficult and sensitive inquiries and complaints.

Monitors modified duty participants on an ongoing basis, confers with affected city agencies and health care providers to coordinate proper and authorized modified duty work placement, and perform unannounced site visits to monitor work assignments.

Researches and performs modified duty activity in accordance with Colorado Worker's Compensation Laws, implements appropriate modified duty program policies and procedures, and communicates the changes and impact of changes on operations to city employees and management.

Prepares a variety of reports, correspondence, and other documentation and provides operational information and statistical data for management/departmental use and responds to inquiries relative to the unit.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Knowledge & Skills

None

Education Requirement

Associate's Degree.

Experience Requirement

Three (3) years of technical experience in career, vocational or educational counseling, social work or a closely related field.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to unpleasant elements (accidents, injuries and illness).

Subject to many interruptions and occasional pressure due to multiple calls and inquiries.

Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: maintaining body equilibrium to prevent falling over

Carrying: Transporting an object usually by hand, arm or shoulder.

Eye/Hand/Foot Coordination: performing work through using two or more.

Fingering: picking, pinching or otherwise working with fingers.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Hearing: perceiving the nature of sounds by the ear.

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot on uneven surfaces.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Employment Verification
Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-614
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: