



At MemorialCare Health System, we believe in providing extraordinary health care to our communities and an exceptional working environment for our employees. Memorial Care stands for excellence in Health Care. Across our family of medical centers, we support each one of our bright, talented employees in reaching the highest levels of professional development, contribution, collaboration and accountability. Whatever your role and whatever expertise you bring, we are dedicated to helping you achieve your full potential in an environment of respect, innovation and teamwork. We currently have a fantastic opportunity for a **Full Time Sr. Human Resources Generalist/Workers' Compensation**.

The Sr. Human Resources Generalist/Workers' Compensation is responsible for:

- Maintaining the workers' compensation program.
- Controlling claims cost and reserve information as necessary.
- Implementation and administration of various employee-related leave of absence benefit programs (e.g. Disability, Pregnancy, Family Medical Leave Act, military, personal).
- Working collaboratively with the LOA Specialists and Employee Health on the Transitional Return to Work Program, Workers Compensation and Reasonable Accommodation Interactive process.
- Advising management about the status of claims, loss experience trends and program costs.
- Providing claims data for the employee injury and incident loss runs and maintains
- Directing and monitoring the activities and performance of the workers' compensation third party claims adjusting administrator to ensure compliance with applicable regulations.
- Developing and managing the Return to Work and interactive program.
- Developing and providing training programs relating to workers' compensation laws, benefits, policies and loss control.
- Conducting workers' compensation claims investigations and directs third party claims adjusting administrator workers' compensation claims investigation activities.
- Developing and maintaining close communication with medical providers providing services for injured employees and serves as the liaison between medical providers, injured employees and department supervisors.
- Communicating benefits and program goals with department managers and injured workers for the purpose of loss control.
- Developing, implementing and monitoring workers' compensation claims reporting forms, procedures and activities.

Requirements:

- 5+ years of experience associated with the management of Workers' Compensation claims and safety programs.
- 3+ years of Leave of Absence Administration experience preferred.

- A Bachelor's degree is preferred.
- Knowledge of state and federal regulations in the areas of Leaves of Absence/FMLA, CFRA, PDL, ADA, WC, STD and LTD programs.
- Experience with the State of California Workers' Compensation claims administration and regulations.
- History of responsibility associated with: Interactive processes and achieving reductions in claim cost, accident frequency, and disability periods.
- Ability to effectively multi-task in a high volume, fast-paced environment. High proficiency in Microsoft Office programs.
- Performs other tasks and projects as required as a member of the Human Resources team.

For any inquires please email Stella Kim at [ekim3@memorialcare.org](mailto:ekim3@memorialcare.org) or contact directly at 562-933-1297. EOE.