



The City of Napa is seeking an enthusiastic and highly qualified individual for...

Workers' Compensation & Safety Coordinator

\$ 6,090 – \$ 7,358 month - *Excellent benefit package offered.*

The City of Napa is offering an exciting career opportunity for a highly qualified professional responsible for coordinating and administering the City's workers' compensation and safety programs in order to appropriately manage workers' compensation claims in a timely manner in accordance with applicable state and federal laws and regulations and to coordinate employee safety training, work site inspection, accident investigation and management of the City's Injury and Illness Prevention Program (IIPP); and assist with department specific safety programs as assigned.

The most successful candidates will have:

- experience with coordination and administration of workers' compensation claims;
- experience with coordination and administration of employee workplace safety, including safety training;
- demonstrated technical subject matter expertise in both areas;
- the ability to work independently and exercise considerable initiative;
- a high degree of tact, discretion and judgment;
- the ability to oversee and coordinate the work of third party administrators, consultants and contractors;
- excellent written and verbal communication skills;
- a strong knowledge of personal computer equipment and related software;
- the ability to appropriately manage sensitive and/or complex employment situations; and
- a strong customer service orientation.

Requires the equivalent to a bachelor's degree with major coursework in business or public administration or a closely related field, and two years professional level experience administering employee health and safety programs including IIPP and the implementation of corrective action plans, and/or administering workers' compensation claims programs which included responsibility for the resolution of claims.

Application materials are available at www.cityofnapajobs.org or by calling the JOBLINE at (707)257-9542.

Application Deadline: September 28, 2009.

The City of Napa is an Equal Opportunity Employer

