



****CSRMA ALERT****

Quick CSRMA Member Agency Quiz - Job Descriptions

- Q: Has it been more than five years since your agency had its job descriptions updated?
- Q: Does your agency's job descriptions include any physical demands from the essential functions of the job?
- Q: Does your agency plan to hire any new employees with in the next year?
- Q: Does your agency ever have injured employees released to restricted duty?
- Q: Does your agency want to avoid the unnecessary risk of employment practices lawsuits?

If you answered yes to any of these questions, then consider updating your agency's job descriptions using the CSRMA Job Description Builder & Transitional Assignment Builder.

FAQ's for the CSRMA Job Description Builder & Transitional Assignment Builder

Q: *What tool offered by CSRMA is valued at a minimum of \$10,000 and can save you more than a million dollars?*

A: The CSRMA Job Description Builder/ Transitional Assignment Builder

Q: *What is the CSRMA Job Description Builder/ Transitional Assignment Builder*

A: It 's a web-based interactive tool designed to create job descriptions for your agency that are current, ADA compliant, and it's free for CSRMA Member Agencies.

To view a demonstration of how easy and powerful the CSRMA Job Description Builder/ Transitional Assignment Builder is:

1. Go to www.CSRMA.org and click on the "CSRMA Risk Control Online" button;
2. Next click on the **Job Description Builder** tab to the left.
3. Then simply click where it indicates "To view a demonstration..."

Q: *How does it really save me \$10,000 to \$1,000,000.00?*

A: Depending on the number of job positions in your agency, having an independent consultant prepare your job descriptions could cost upwards of \$10,000. If you're agency is named in a lawsuit regarding accommodation of a disabled worker, your job description would be used as evidence. It will either be used to help defend your agency or, if it is poorly executed, it will be used against you. Lawsuits of this type often have jury verdicts of \$1,000,000.00 or more.

**For More Information, Please Contact David Patzer, CSRMA Risk Control Advisor at
707.373.9709 or at losscontrol@sbcglobal.net**

Q: *Why should I use the CSRMA Job Description Builder/ Transitional Assignment Builder?*

A: The reasons to use the CSRMA Job Description Builder/ Transitional Assignment Builder include?

- ✓ Ease of use
- ✓ No additional cost to you
- ✓ Free training and assistance
- ✓ Hiring/Recruitment: Select appropriate candidates, screen out candidates that can not perform essential functions of the job, identify candidates that might need an accommodation to prevent injuries on the job
- ✓ Accommodations: Appropriately address accommodations requested by a job applicant or employee (meet statutory responsibilities)
- ✓ Reduce workers' compensation costs by effectively being able to address and create appropriate restricted duty
- ✓ Decrease your administrative burden by putting the mechanisms in place to address return to work, hiring, modified/alternate duty, track job changes
- ✓ Protect yourself from needless litigation

Q: *How do I access the CSRMA Job Description Builder/ Transitional Assignment Builder?*

A: To access the CSRMA Job Description Builder/ Transitional Assignment Builder:

1. Go to www.CSRMA.org and click on the "**CSRMA Risk Control Online**" button;
2. Next, enter your ID and password (This can be obtained from David Patzer at losscontrol.sbcglobal.net or 707- 373-9709).
3. Then click on the **Job Description Builder** tab to the left.

Q: *How can get training or help using this tool?*

A: Here is how you can obtain on-site personalized training and assistance with implementation:

Contact Heather Truro, CSRMA WC/Return to Work Advisor at 925-922-0305 or email hturo@comcast.