

San Diego Gas & Electric ADA/RTW Compliance Advisor

About San Diego Gas & Electric

At SDG&E, we are committed to the community we call home, delivering clean, safe and reliable energy to better the lives of the people we serve in San Diego and southern Orange counties. Our commitment means we are creating a sustainable future by providing almost 45 percent of its electricity from renewable sources; modernizing natural gas pipelines; accelerating the adoption of electric vehicles; supporting numerous non-profit partners; and, investing in innovative technologies to ensure safe and reliable operation of the region's infrastructure for generations to come.

Our highly trained and responsive employees with their diverse skills, talents and ideas are the reason we can deliver on our commitment and are building America's best energy company. They are also the reason why we have been recognized with the industry's most coveted awards. Our employees undertake challenging work and receive highly competitive compensation and benefits. As one of the region's largest employers, we're always searching for talented and bright people to join our team. After all, it takes the best to build the best.

About the Position

As a self-insured / self-administered employer in workers' compensation and non-occupational leaves, we are currently in search of an **ADA & Return to Work Compliance Advisor** with a strong background in workers' compensation.

The Advisor acts as liaison between Employee Care Services (ECS), business lines and employees requiring initiation and ongoing interaction related to the reasonable accommodations process under the Americans with Disabilities Act (ADA), ADA Amendment Act (ADAAA) and the State of California Fair Employment Housing Act (FEHA). The position audits self-insured and self-administered workers' compensation, sickness, and leaves of absence to ensure compliance with applicable regulations, procedures, policies, industry best practices and Company benefit plans. Will also analyze and interpret historical data, identify trends, develop and conduct training, stay abreast of changing regulatory requirements. Duties include:

- Administer and coordinate the return-to-work programs, including limited duty, temporary modified/transitional work, reasonable accommodations and/or alternate work plans
- Provide consultation services related to the interactive process and facilitate reasonable accommodations on an individualized basis under the ADA, ADAA and FEHA or applicable company policies.
- Audit workers' compensation, disability, sickness benefits, and pregnancy injury/illness claims for compliance with mandated law, and company requirements while complying with confidentiality laws, regulations and policies regarding employee and company information
- Review and monitor local, state and federal regulations to develop performance standards and revise policy and procedures. Provide recommendations on how to review and audit claims in compliance with all rules, regulations and reporting requirements of the Labor Code, Division of Workers' Compensation, Self-insurance Regulations,
- Draft, update and maintain benefits correspondence, letters and notifications for statutory compliance.
- Evaluate and develop program and process improvements recommendations through best-practice research, benchmark programs to develop effective process research, provide training to claims staff, collect and analyze process data to initiate, develop and recommend business practices and procedures that focus on enhanced productivity and reduced costs.

- Analyze and interpret historical data, identify trends, develop and conduct training.
- Develop job descriptions, job analysis, identify essential and non-essential job functions to assist in return to work efforts.

Education & Experience

Required:

- Bachelor's Degree Business Administration, Human Resources Management, Communications, Psychology, related field, or equivalent training and/or experience required.
- 6 years' experience as a California workers' compensation claims examiner with litigation experience required.
- California Self-Insured Administrator's Certificate required

Preferred:

- 4 years' experience auditing California workers' compensation claims as a supervisor or auditor preferred.
- 4 years providing guidance on workers' compensation, disability plan, accommodations, and leave of absence preferred.
- Working with unions and labor relations experience preferred.
- California Workers Compensation Claims Administration (WCCA) certification preferred
- California Workers Compensation Claims Professional (WCCP) certification preferred Certified
- Professional Disability Management (CPDM) certifications preferred
- Professional in Human Resources (PHR) preferred
- Senior Professional in Human Resources (SPHR) preferred

Knowledge/Skills/Abilities:

- Thorough knowledge of Self-Insurance regulations, Case Law, Labor Code and California Code of Regulations
- Knowledge of applicable regulations such as FMLA, CFRA, FEHA, ADA and ADAA
- Strong verbal and written communication skills
- Strong analytical and interpretive skills
- Strong persuasive, negotiation, and conflict resolution skills
- Strong organizational skills to meet heavy workload and effectively manage multiple demands
- Strong problem solving, time management, and priority setting skills
- Knowledge of Microsoft Software and related systems applications required
- Ability to maintain confidential information and materials
- Must have strong teamwork skills

It's the Total Package:

- Competitive base pay
- Performance Incentives
- Cash balance pension program
- 401k with employer match
- Affordable healthcare, dental and vision
- Generous vacation and flex days
- Employee Giving Programs including charitable donations, volunteer incentive program, and scholarship programs
- Substantial educational reimbursement
- Sempra University for professional development
- Backup daycare for children and elderly family members
- Passport card for significant discounts at local restaurants and entertainment venues

- On site cafes, walking trail, gym, yoga, chair massages

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