



Montana University System

Office of the Commissioner of Higher Education

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VACANCY ANNOUNCEMENT

Posted June 24, 2026

Position Title: Workers Compensation and Safety Officer
Location: Helena, Montana
Salary: \$72,363
FTE: 0.75 FTE

The Office of the Commissioner of Higher Education (OCHE) invites applications for the position of Workers Compensation and Safety Officer.

This position is a 0.75 FTE, term-contract position renewable annually in accordance with Board of Regents (BOR) personnel policies. The position is eligible for employee benefits (health insurance, sick leave and vacation leave, state holidays, retirement program, staff & dependent tuition waivers in accordance with state law and BOR policy).

Montana University System

The Montana University System (MUS) is the state-supported system of higher education in Montana governed by the BOR and administered by OCHE. OCHE serves as BOR staff in the board's constitutional responsibility to coordinate, supervise and manage the MUS. The MUS delivers an array of teaching, learning, research, and support services to more than 45,000 enrolled college and university students across 16 campuses in Montana. The University of Montana and Montana State University, and their affiliate institutions, employ approximately 9,600 full-time-equivalent employees in faculty, staff, professional and administrative positions.

Position Summary

The Worker's Compensation and Safety Officer provides administrative and operational support for workers' compensation and risk management programs across the Montana University System. This position coordinates claims processes, supports committee operations, administers incident reporting systems (EIR/FROI), and ensures timely reporting, compliance, and program oversight.

The role serves as a key liaison with campuses, Montana State Fund, and broker partners, coordinating policy administration, payroll reporting, audits, and safety initiatives. The Claims Coordinator also facilitates meetings, manages data and dashboards, and supports system-wide efforts to improve safety, compliance, and risk management outcomes.

Responsibilities also include supporting OCHE-specific risk and safety functions, including ergonomic coordination, OSHA reporting and compliance, Safety Committee administration, injured employee claims coordination, and management of risk programs such as RMTD discounts, international travel, and PCIIS reporting. Coordinates needs with facilities and maintenance representatives.

Duties and Responsibilities

Duties performed by the Workers Compensation and Safety Officer as supervised by the Executive Director of Human Resources, include:

Claims Coordinator Responsibilities

The Claims Coordinator provides administrative, operational, and program support for workers' compensation claims management, committee coordination, reporting, system administration, and related risk management initiatives across the Montana University System.

Meeting Coordination and Facilitation

- Facilitate bi-weekly Claims Coordinator meetings, including preparation, coordination, and follow-up.
- Coordinate quarterly Workers' Compensation Committee meetings, including drafting agendas, minutes, and supporting meeting materials.
- Support a quarterly meeting cadence consisting of three remote meetings and one in-person meeting annually.
- Track action items, follow-up tasks, and committee deliverables to ensure timely completion.

EIR / FROI System Administration

- Monitor Employee Incident Reports and First Reports of Injury throughout the workflow process.
- Add, remove, and maintain user access within the EIR / FROI system.
- Train new system users and provide ongoing guidance as needed.
- Unsubmit reports when necessary to return items to the EIR / FROI workflow for correction or additional processing.
- Serve as a resource for campuses regarding EIR / FROI procedures, access, and workflow questions.

Workers' Compensation Committee Dashboard

- Monitor claims data, dashboard content, and related program information.
- Coordinate requests for new dashboard users and removal of inactive users.
- Review dashboard information to support committee discussions, reporting, and program oversight.

Carrier, Broker, and Policy Coordination

- Serve as the primary point of contact for Montana State Fund.
- Coordinate workers' compensation policy matters with broker Marsh McLennan.
- Support communication and issue resolution among Montana State Fund, Marsh McLennan, campuses, and internal stakeholders.
- Coordinate campus and system-wide stewardship reviews with MSF

- Coordinate quarterly payroll reporting and premium payment process

Payroll Reporting, Audits, and State Coordination

- Coordinate monthly payroll reporting and track campus payment activity.
- Support post-payroll audit processes and assist with follow-up documentation.
- Track and coordinate workers' compensation matters involving other states across the Montana University System.

Safety Smart Program and Rebate Allocation Coordination

- Coordinate the Safety Smart Program, including monitoring program investments and related activities.
- Collaborate with the Workers' Compensation Committee to evaluate program needs, priorities, and follow-up actions.
- Collaborate with WC Committee on rebate allocations / MUS investments

Membership Renewals

- Support Montana University System renewal activities for University Risk Management Insurance Association (URMIA).

Program Audits and Actuarial Review

- Facilitate workers' compensation program audit and actuarial review engagements, including coordination of the procurement process, vendor communications, and required documentation.
- Coordinate and support the FY2026 Workers' Compensation Program Audit in Fall 2026, including information gathering, document preparation, stakeholder communications, and follow-up on audit-related requests.

OCHE and Risk Management Responsibilities

- Coordinate OCHE ergonomic needs, Safety Smart investments, and related support requests.
- Coordinate OCHE OSHA reporting and required OSHA postings.
- Serve as workers' compensation coordinator for injured OCHE employees, including coordinating reports, communications, documentation, and follow-up throughout the claims process.
- Coordinate RMTD discount programs, including the cyber discount program and property discount program.
- Support PCIIS reporting requirements.
- Coordinate RMTD international travel matters and related communications.
- Coordinate the OCHE Safety Committee as required by the Montana Safety Culture Act, including quarterly meetings and follow-up related to building and safety issues.
- Coordinates needs with facilities and maintenance representatives.

Knowledge, Skills, and Abilities

- Experience coordinating or supporting claims processes, incident reporting, or similar case-management workflows in a complex organization.
- Experience organizing and supporting meetings or committees, including preparing agendas, minutes, and follow-up tracking.
- Demonstrated experience working with data systems or dashboards to track activity, produce basic reports, or monitor program metrics.
- Proficiency with Microsoft Office applications (Excel, Outlook, Word, Teams) and the ability to learn specialized reporting or claims systems.
- Demonstrated written and verbal communication skills sufficient to coordinate with internal stakeholders and external partners (e.g., carriers, brokers, state agencies).
- Demonstrated ability to handle confidential and sensitive information in compliance with policy and law.

Minimum qualifications

- Bachelor's degree in business, human resources, occupational safety and health, risk management, public administration, or a related field or equivalent experience.
- Three to five years of progressively responsible experience in workers' compensation, occupational safety, or risk management in a public sector.
- Experience administering or supporting a workers' compensation incident/claims reporting system (e.g., EIR/FROI or comparable platforms), including user support and access management.
- Experience with OSHA recordkeeping and reporting, ergonomic or workplace safety programs, and safety committee coordination.
- Experience coordinating with a state fund, third-party administrator, or insurance carrier on workers' compensation policies, payroll reporting, audits, and premium processes.
- Experience working in a multi-location or system environment requiring coordination across multiple locations and stakeholder groups.
- Experience supporting program audits, actuarial reviews, or similar external review processes, including data gathering and documentation.
- Experience working with third party administrators like State Fund is preferred.

Application Requirements

Please submit (1.) a cover letter that addresses the qualifications, duties and responsibilities listed in the vacancy announcement, (2.) a comprehensive resume, and (3.) a list of three professional references. Applications may be mailed to OCHE (Attention: Human Resources), PO Box 203201, Helena, MT 59620-3201, or emailed to OCHEhr@montana.edu. Electronic submission of application materials is encouraged.

The position is open until filled. Candidates should submit applications by **5:00 p.m. on Wednesday, July 1, 2026**, to receive early consideration in an initial screening of applications. This position is eligible for veterans' preference in accordance with state law. Approval will be obtained before contacting the candidates' current employer.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodation. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request accommodation when needed. If you need any such accommodation, contact the Office of the Commissioner of Higher Education at 406-449-9155. TDD users may use the relay service by dialing 711.

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