

SENIOR WORKERS' COMPENSATION CLAIMS EXAMINER (UC)DEFINITION

Under direction, performs varied and difficult professional duties and responsibilities involving the investigation, evaluation and benefit provisions of the City's workers' compensation claims.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Reviews, evaluates, and investigates reported claims and complex injury reports on City employees to determine compensability and authorize appropriate payment of workers' compensation benefits within established parameters. Assists in the resolution of claims by preparing legal documents, attending conferences and negotiating settlements. Within specified authority levels, establishes reserves for claims exposures and ensures that changes in claims reserve levels are documented and accurate. Monitors claim progress, reviews a variety of claim file documents, identifies issues and ensures adherence to statutory requirements in processing claims. Provides guidance and training to examiners and other City departments relating to workers' compensation issues and procedures. Gathers and analyzes data, tracks statistical information and assists in administrative tasks, including preparing written reports as needed or as required by statute. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the advanced journey-level classification of the workers' compensation claims examiner career ladder. Incumbents in this class perform a variety of specialized duties which require the exercise of judgment in making decisions and ensures adherence to Statutory requirements in processing claims with minimal supervision. Incumbents can assume responsibility when the Administrator is not available.

RECOMMENDED MINIMUM QUALIFICATIONS

Successful completion of the career development proficiency requirements as a Workers' Compensation Claims Examiner, or three years of extensive and progressively responsible experience as a Claims Examiner, or any equivalent combination of experience and education resulting in the knowledge and abilities listed below.

Graduation from a four year college with a degree in pre-law, nursing, accounting, or a related field may be used in conjunction with experience to meet the minimum qualifications.

Knowledge of: Legal requirements of benefit provisions for California Workers' Compensation claims; California Labor Code and relevant case law; investigation and settlement techniques and practices; medical terminology; vocational rehabilitation requirements; principles and procedures of claims control and reserving within the statutory guidelines; reinsurance requirements; advanced disability ratings and WCAB administrative court procedures.

Ability to: Analyze information and draw appropriate conclusions; organize, review and interpret a variety of documents including case law, medical reports, legal documents and correspondence to determine extent of disability, injury or exposure; identify cases with third party potential, prepare files for litigation and negotiation, coordinate rehabilitation plans; communicate clearly and concisely both orally and in writing; represent the City in WCAB administrative hearings; develop and maintain good working relationships with a variety of City officials, employees and the general public.

Skill in: The use of personal computers and standard business software, preferably including Microsoft Office applications in a windows environment; use of calculators and typical office equipment.

Special Requirements: Possession of a Self-Insurance Administrator Certificate is a condition of employment.

DESIRABLE CHARACTERISTICS

The successful Senior Workers' Compensation Examiner is well-organized, detail-oriented, and comfortable working independently or as part of a team dealing with confidential matters. He or she is a proven leader who values a team approach and interfaces well with employees at all levels.

Class title established per Council Resolution No. 91-103,
effective 12-1-91

Revised: 05/02
ADA approved: 06/02