

WORKERS COMPENSATION ADMINISTRATOR (AM)

DEFINITION

Under general direction, coordinates the organization, staffing and activities of the Workers' Compensation Program, including the administration of the workers' compensation claims program and the industrial disability retirement program.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Participates in the development and implementation of program goals, objectives, priorities, and policies. Selects, trains, motivates, and evaluates workers' compensation staff, including assigning activities and reviewing work products. Participates in the development and administration of the programs' budget. Assists in the negotiation of settlements for controversial and high cost claims. Develops, implements, and monitors cost containment programs to reduce workers' compensation liabilities. Reviews, updates, and modifies preemployment and return-to-work medical policies and procedures and ensures compliance with standards. Coordinates services with other divisions and outside agencies. Provides staff assistance to the Risk Manager. Prepares and presents staff reports. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is the supervisory class in the Workers' Compensation series.

RECOMMENDED MINIMUM QUALIFICATIONS

Five years of professional experience in workers' compensation administration. Supervisory experience desirable.

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 and results in the following knowledge and abilities:

Knowledge of: Operational characteristics, services, activities, and legal requirements of a workers' compensation program; principles and practices of claims examination and adjustment; investigation and settlement techniques and practices; basic medical terminology; principles of budget preparation and control.

Ability to: Coordinate and supervise the activities of professional and technical staff; develop, interpret and explain workers' compensation policies and procedures; analyze information and prepare/present clear and concise reports; communicate effectively, both orally and in writing; establish and maintain effective working relationships with a variety of officials, employees, and

the general public.

SPECIAL REQUIREMENT:

Possession of a Self-Insurance Administrator Certificate from the State of California is a condition of employment.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful Workers' Compensation Administrator is a well-organized self-starter who enjoys the challenge of improving upon the City's self administration program with a great deal of autonomy. As the City's expert on workers' compensation, the incumbent is able to develop policies and procedures which are consistent with legal mandates, minimize City losses and assist in the prevention of injuries. He or she is a proven leader who interfaces well with employees at all levels, values a team approach and encourages staff development.

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

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