

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED MARCH 2014
RANGE: 49.5
CLASSIFIED
CODE: 2

CLAIMS EXAMINER III – WORKERS’ COMPENSATION

DEFINITION

Under general supervision, to perform responsible and technical functions pertaining to the County Schools workers' compensation insurance program;

to provide assistance to participating agencies pertaining to workers' compensation insurance coverage, industrial illness and injury, employee benefits, and workers' compensation claim status;

to do other related work as required.

EXAMPLES OF DUTIES

Perform a variety of functions regarding the workers' compensation insurance program, including program orientation, claims processing and investigation, and other related matters;

assist participating employers in the review, and document preparation pertaining to industrial illness and injury situations, assign claims for investigation as necessary;

review the industrial illness and injury report forms and other documents for accuracy and completeness;

input data into an automated data management, storage and retrieval system, and extract output reports;

review workers' compensation data and prepare statistical reports concerning claim status, temporary and permanent disability awards, and litigation assignments, referral of claims for rehabilitation;

requisition, store and assist in maintaining an appropriate inventory of workers' compensation benefit informational material, claim forms and other related forms and documents;

supply participating agencies with workers' compensation forms and reporting documents as needed;

prepare documents to change the status of a temporarily disabled employee, and to discontinue employee benefits when an employee is able to return to active service;

participate in claims settlement conferences and in claims settlement processes;

settle claims within predetermined range;

assist medical service providers regarding service claim problems, issues and concerns;

verify insurance coverage for various health service agencies and benefit certification programs;

prepare and present litigated cases to the Workers' Compensation Appeals Board;

maintain contact with employees on industrial illness and injury leave, and respond to questions pertaining to benefits and claim procedures;

prepare and provide in-service training to member districts;

prepare routine correspondence and memoranda pertaining to various workers' compensation employee benefits related problems, issues and concerns.

QUALIFICATIONS

Knowledge of:

Procedures, methods, techniques and terminology pertaining to a workers' compensation insurance program;

legal mandates, policies, and regulations regarding workers' compensation insurance programs;

workers' compensation benefit and claims processing and adjustment procedures;

English usage, spelling, grammar and punctuation;

modern office practices and procedures;

standard business machines and automated data management, storage and retrieval systems and equipment;

Self-Insurance Administration Certificate preferred.

Ability to:

Skillfully perform responsible and technical functions pertaining to a comprehensive workers' compensation insurance program;

effectively assist participating agencies in the resolution of employee benefits problems, issues and concerns;

perform arithmetical calculations with speed and accuracy;

type at a net corrected speed of 40 words per minute;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Three (3) years of Workers' Compensation claims adjusting experience, preferably in a self-insurance operation, to include processing of claims from inception of injury through litigation to closure. OR two (2) years of experience as a Workers' Compensation claims examiner II with KCSOS AND possession of a California Self-Insurance Administrator's Certificate.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework and training in business office practices, workers' compensation insurance matters, or closely related fields.

Conditions of employment:

Must have a California Self-Insurance Administrator's Certificate, or obtain one within six months of hire date.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

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