

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED JANUARY 2016
RANGE: SALARY SCHEDULE #37
CLASSIFIED MANAGEMENT
CODE: 2, 3, 8**

EXECUTIVE DIRECTOR – WORKERS’ COMPENSATION

DEFINITION

Under direction of the Division Chief Executive Officer, perform and manage a variety of functions regarding the Workers’ Compensation Programs, including program orientation, claims processing and investigation, benefit determination and adjudication, and other related matters.

EXAMPLES OF DUTIES

Provide leadership in Workers’ Compensation, by continuing to stay abreast of current insurance trends, developments and programs;

assist staff members and administrators in developing and improving appropriate products, insurance and related activities;

direct Workers’ Compensation and conduct professional in services, workshops, seminars and conferences to improve awareness;

work with Business Partners, and members in developing benefits in the various fields of Workers’ Compensation;

plan and manage budgetary resources of the department;

represent SISC member districts at the Board and other professional meetings;

work with professional and community committees, organizations, institutions and other agencies at the local, state and national levels to promote improved Workers’ Compensation practices;

provide leadership in Workers’ Compensation benefits development by attending workshops and conferences to keep abreast of current research and trends in the delivery of Workers’ Compensation benefits;

supervise staff members in their work with Business Partners and SISC member districts;

supervise and manage safety and loss control staff;

oversee the investigation of accidents, analyses of causes, and the formulation of recommendations for corrections and preventive actions to reduce frequency of claims by member districts;

oversee safety programs including online training modules for member districts;

oversee the management of databases for collecting and analyzing claims activity information for use in projecting frequency and severity of losses;

manage inservice opportunities for staff members to help them become knowledgeable of recent legislation and research developments at local, state and national levels;

oversee and assist staff members in providing quality in-service workshops that balance theory with practical applications;

provide leadership, as evidenced by managerial skills, of a group of professional adjusters, claims examiners and a secretarial staff;

oversee in the investigation of claims/losses within JPA Self-insured Retention (SIR);

develop and maintain departmental procedures and guidelines;

oversee the evaluation and settlement of cases;

report to and obtain SISC Board approval on cases exceeding field file authority;

have a familiarity of legal principles and, the legal community;

willingness to stay abreast of current trends, innovations and practices in Workers' Compensation benefits;

evaluate the need for changes to imaging and/or claims application;

oversee maintenance of imaging and claims application;

supervise and manage work of internal and external support to resolve any issues that may arise with any software application to ensure minimal disruption to operations and ensure no interruptions to the delivery of benefits;

oversee the coordination, testing and implementation of software upgrades with internal and external support;

oversee prescription benefit management program, making any changes as needed;

oversee the management of our medical provider network (MPN) by the Kern Foundation for Medical Care, providing appropriate direction as needed to ensure the MPN is compliant with all state requirements;

organize and conduct monthly Gatekeeper meetings with local primary care physicians wherein changes to the our program and to state requirements related to medical care are communicated to the physicians and selected files are presented for roundtable discussion to resolve any issues and ensure claims are moving towards timely resolution;

create opportunities to meet with and evaluate prospective school districts that would strengthen and ensure the long term stability, strength, and success of the pool;

oversee the work of internal support;

continual oversight, identification, and implementation of all cost containment programs;

stay abreast and ensure compliance with all electronic state reporting requirements:

a wide range of group process skills.

QUALIFICATIONS

Knowledge of:

Principles, trends, methods and procedures pertaining to the field of Workers' Compensation insurance;

claims software systems;

insurance markets and pricing;

risk management principles;

ADA issues;

Ergonomics.

Ability to:

Serve as a leader in developing, promoting and improving Workers' Compensation coverages and practices;

provide leadership in committees, workshops, and various types of group meetings;

establish and appropriate working relationship and rapport with member district personnel and Business Partners;

articulate ideas and information effectively to others;

effectively communicate appropriate information to peers, staff members and the public;

structure, organize and systematize the Department of Workers' Compensation as needed;

quickly analyze situations and make appropriate decisions that work toward the goal of improving Workers' Compensation;

become a change agent;

work with diverse individuals and groups;

continue to grow as a skillful manager.

Experience:

A minimum of five (5) years of management experience in Workers' Compensation insurance or in education with extensive responsibility for Workers' Compensation administration.

Education:

Must hold a Bachelor's degree from an accredited college or university.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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 one year.

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1/5/16

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