

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED MARCH 2014
RANGE: 52.5
CLASSIFIED
CODE: 2

LEAD CLAIMS EXAMINER – WORKERS’ COMPENSATION

DEFINITION

Under direction, perform responsible, technical, and lead functions pertaining to the County Schools Workers' Compensation insurance programs, provide assistance, counsel, and information to participating agencies regarding workers' compensation including industrial illness and injury, employee benefits and claim status.

EXAMPLE OF DUTIES

Perform a variety of functions regarding the workers' compensation insurance program;

including program orientation, claims processing and other related matters;

assist member districts in the review, investigation, and document preparation pertaining to industrial illness and injury;

review report forms and other documents for accuracy and completeness;

input data into automated data management, storage and retrieval system, extract output reports, review data and prepare statistical reports and records regarding claim status.

maintain appropriate inventory claim forms and other related forms and documents;

prepare the necessary documentation to assign cases to defense counsel;

participate in claims settlement conferences and settle claims within a predetermined range;

compile statistical data and reports required in the administration of workers' compensation insurance programs;

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

maintain contact with employees of member districts and respond to questions pertaining to claim procedures;

prepare correspondence and memoranda pertaining to various workers' compensation issues and concerns;

prepare and provide in-service training to member districts;

assist insurance unit personnel with unusual problems and issues, and work with investigations and medical service providers regarding claim problems, issues or concerns;

maintain contact with employees on industrial leave and respond to questions.

QUALIFICATIONS

Knowledge of:

Procedures, methods, and techniques pertaining to the operation of the workers' compensation insurance program, including legal mandates, policies, regulations, self-insurance agreements, 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.

Ability to:

Skillfully perform responsible lead tasks pertaining to a comprehensive property and liability or workers' compensation insurance program;

prepare fiscally related reports and summaries and concise management reports;

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:

Four (4) 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 AND possession of a California Self-Insurance Administrator's Certificate. OR three (3) years of experience as a Workers' Compensation claims examiner III with KCSOS AND possession of a California Self-Insurance Administrator's Certificate.

Education:

Equivalent to the completion of the twelfth grade, including course work and training in business office practices and workers' compensation.

Conditions of employment:

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

2/24/16

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