

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED APRIL 2017  
SALARY SCHEDULE: #85  
RANGE: CM 18.5  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 1, 6, 8**

**SUPERVISOR – WORKERS’ COMPENSATION**

**DEFINITION**

Under direction to supervise assigned technical and clerical staff of Self-Insured Schools of California (SISC) self-insured workers’ compensation program.

Personally handle individual claims as needed.

**EXAMPLES OF DUTIES**

Help train and instruct assigned staff;

assist in the development of strategy, negotiation and settlement of the more complex workers’ compensation claims;

monitor completion of assigned work and ensure adherence to established standards of clerical staff;

conduct regular claim reviews of technical staff for compliance and proper claims handling procedures;

handle an individual case load as needed;

assist the director with assigning, evaluating and supervising the investigation and adjusting of workers’ compensation claims by staff and/or outside adjusting firms;

perform employee evaluations;

evaluate claims management procedures and recommend modifications to the director to maximize productivity and cost effectiveness;

appear before the Workers’ Compensation Appeals Board for hearings and mandatory settlement conferences;

provide information to the director regarding department needs;

respond to inquiries regarding claims as needed;

prepare reports and correspondence;

prepare and provide in-service training to member districts;

inform the director of significant or controversial issues in a timely manner.

attend and participate in monthly Board meetings.

**QUALIFICATIONS**

Knowledge of:

The State of California Labor Code, Workers’ Compensation laws and regulations;

current and significant Workers’ Compensation Appeals Board rulings and procedures;

medical and technical terminology used in the medical and psychiatric treatment of injured workers;

generally accepted personnel practices and 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:

Maintain cooperative relations with departmental personnel;

write and speak effectively;

establish and analyze relevant data, bring claims to equitable conclusions;

supervise technical and clerical staff;

analyze problems and select an effective course of action;

work effectively with related computer applications;

effectively resolve claim and loss problems, issues and concerns;

perform arithmetical calculations with speed and accuracy;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Five (5) years of Workers' Compensation claims adjusting experience, preferably in 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 two (2) years of experience as a Workers' Compensation lead examiner with KCSOS AND possession of a California Self-Insurance Administrator's Certificate.

Education:

Bachelor's degree preferred.

License requirements:

Must possess a California Self-Insurance Administrator's Certificate.

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 is overtime exempt and has a probationary period of one year.

CP: gs

4/12/17

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