

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED SEPTEMBER 2023  
RANGE: 53.5  
CLASSIFIED  
CODE: NONE**

**INDEMNITY CLAIMS EXAMINER – WORKERS' COMPENSATION**

**DEFINITION**

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

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

**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,

review the industrial illness and injury reports and medical reports for accuracy and completeness;  
investigate claims for acceptance and/or denial;

assign claims for investigation as necessary;

calculate and pay temporary disability benefits when entitlement is determined;

discontinue benefits when an employee is able to return to active service;

evaluate medical reports to determine permanent and stationary status;

rate permanent disability;

calculate benefit rate and pay permanent disability, if applicable;

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

participate in claims settlement conferences and in claims settlement processes;

settle claims within predetermined range;

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;

assist medical providers regarding billing problems, issues and concerns;

prepare and provide in-service training to member districts;

prepare routine correspondence, settlement papers, and memoranda for editing and review pertaining to various workers' compensation benefits, issues and concerns;

perform other related duties as assigned.

## **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 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 claims from inception of injury through litigation to closure.

OR

Two (2) years of experience as a Workers' Compensation Claims Examiner I 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.

MG: rn

9/5/2023

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