

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW DRAFT APPROVED AUGUST 2013
RANGE: 49.5
CLASSIFIED
CODE: NONE**

CLAIMS EXAMINER III – STUDENT INSURANCE

DEFINITION

Under direction, the Claims Examiner III will perform responsible technical and lead functions pertaining to the KCSOS Student Insurance programs;

to provide assistance, counsel and information to participating agencies regarding the student insurance coverage, supplemental student accident coverage, tackle football coverage, excess coverage, rates, and claim status;

to serve as a liaison between the Safety & Loss specialists and the Student Insurance program;

perform other related work as required.

EXAMPLES OF DUTIES

Perform a variety of functions regarding the Student Insurance programs, including program information dissemination, preliminary and comprehensive claim examination, and processing and investigation;

provide assistance to participating agencies in the investigation and documentation pertaining to student insurance coverage, supplemental student accident coverage, tackle football, and Kern Community College District (KCCD) student accident claims;

input data into an automated data management, storage and retrieval system(s);

verify existence of insurance coverage through the claimant's and/or beneficiary's employer;

calculate and pay benefits accordingly;

maintain data management system, including claim information, loss payment, recovery and reserve information;

prepare claim material, correspondence, and track claims for member agencies involved in excess insurance program;

maintenance of tackle football database;

track applications and premium collection for the supplemental student accident coverage program;

maintain supplemental student accident coverage database and processes claims;

conduct and develop on-site presentations concerning student accident coverage, supplemental student accident coverage and tackle football programs;

assist medical service providers with claim processing issues;

serve as a trainer of current, new and/or temporary Student Insurance personnel;

function as a liaison to attorneys, medical providers and member agencies;

oversee the work and assignments of Student Insurance staff in the absence of the Coordinator.

QUALIFICATIONS

Knowledge of:

Procedures, methods and techniques pertaining to Student Insurance programs and P&L, self-insurance agreements, primary and excess memorandums of coverage, workers compensation law, student insurance claims processing procedures and methods, legal mandates, civil tort rules and statutes, claims and loss processing procedures, government claims act, and H.C.P.C.S. and ICD-9 codes and usage;

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 student accident coverage, supplemental student accident coverage, and tackle football coverage;

prepare fiscally related reports and summaries;

perform arithmetical calculations with speed and accuracy;

communicate effectively in oral and written form;

type at a net corrected speed of 30 words per minute;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

and drive to client districts in California.

Experience:

A minimum of four years of claims processing experience is required.

At least one year of specialized public sector experience performing lead tasks involving self-insurance risks in Student Insurance is preferred.

Education:

Equivalent to the completion of the 12th grade, supplemented by course work, training or experience in insurance matters or closely related fields.

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

10/21/15

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