

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2019
RANGE: SALARY SCHEDULE #26
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

COORDINATOR III – WORKERS' COMPENSATION

DEFINITION

Under direction to perform responsible, technical and management functions pertaining to the Kern County Superintendent of Schools Workers' Compensation program;

to train and supervise assigned staff;

to provide assistance and information to participating agencies regarding workers' compensation coverage, claims, and rates;

and perform other related work as required.

EXAMPLES OF DUTIES

Perform a wide range of duties regarding the Workers' Compensation Self-insured program, including program orientation, litigated claims management, assign and supervise examiner case loads, assist participating agencies pertaining to proper document preparation and filing, supervise workers' compensation automated data system, assist in development of ad hoc reports, including ultimate loss studies, maintain appropriate inventory of workers' compensation benefit informational material, claim forms, checks and all other related documents;

assign and supervise independent investigation for AOE/COE and subrogation;

monitor and control surveillance for appropriateness and effectiveness, supervise rehabilitation and approve job analysis;

participate in claim settlement conferences and authorize discovery on litigated cases;

develop and maintain procedural manual, assist and train unit personnel, assist and supervise preparation of annual reports, mod factors and 1099s;

evaluate performance of unit personnel;

assist in program changes involving software applications;

handle complicated claims as assigned;

assist with all lien issues;

handle escalated customer service issues;

assist in management of Medical Provider Network;

assist with Gate Keeper physicians;

assist with Utilization Review program;

conduct professional in-services and workshops for member districts.

QUALIFICATIONS

Knowledge of:

Procedures, methods and techniques pertaining to the operation of the Self-insured Workers' Compensation Insurance program, including applicable Labor Codes, Education Codes, legal mandates and other current policies and regulations regarding workers' compensation insurance;

self-insurance agreements, reinsurance language and rules, claims processing and adjustment procedures;

English usage, spelling, grammar, punctuation, modern business machines, office practices and procedures and automated data management, storage and retrieval systems and equipment;

W.C. Software & P.C. operational skills.

Ability to:

Effectively manage a comprehensive self-insured workers' compensation self-insured program;

resolve employee benefit problems, issues and concerns;

prepare fiscal oriented reports and summaries;

concisely summarize and report special cases to the board of directors;

perform rating and arithmetical calculations with speed and accuracy;

maintain cooperative working relationships and understand and carry out oral and written directions.

Experience:

A minimum of five (5) years of workers' compensation claims examiner experience with at least two (2) years as a lead examiner or one (1) year as a supervisor;

at least one (1) year handling public agency, self-insured workers' compensation claims.

Education:

Bachelor's degree required.

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.

TS: rn

8/13/19

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