

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2020
RANGE: 59.0
CLASSIFIED – OVERTIME EXEMPT
CODE: 2, 6

PROPERTY AND LIABILITY ADJUSTER II

DEFINITION

Under direction, perform responsible, technical and lead functions pertaining to the KCSOS, Property, Auto, and Liability (P & L) program;

provide assistance, counsel and information to participating agencies regarding the Property, Auto, and Liability (P & L) self insurance program, coverage, rates, claim status, excess coverage;

do other related work as required.

EXAMPLES OF DUTIES

Perform a variety of functions regarding the P & L program including claim/loss investigations, assessing damages/values on property, general liability, and auto liability, and fidelity claims in accordance with Self Insured Schools of California (SISC) II policy;

attend and participate in required settlement conferences in Superior and Municipal Courts;

confer with counsel regarding discovery on litigated cases;

conduct direct settlement negotiations with third party claimant and attorneys;

coordinate and conduct subrogation/recovery against responsible third parties;

supervise and train P & L examiners and staff;

advise district administrators/architects of required ratings of general liability and bonding insurance carriers;

maintain liaison with school district personnel and make recommendations relating to property, liability and auto insurance coverage and regulatory requirements;

provide coverage interpretation under the SISC property insurance policies and Memorandums of Coverage (MOC);

review claim and loss first reports and assign to staff;

review incoming invoices for accuracy and make recommendations for payment;

establish indemnity and expenses reserves as appropriate to each case;

provide current data for actuarial studies.

QUALIFICATIONS

Knowledge of:

Procedures, methods and techniques pertaining to the operation of a self insured P & L program;

self-Insurance agreements, primary and excess memorandums of coverage;

preliminary workers compensation law, Government Code, Education Code, Vehicle Code, and Code of Civil Procedure;

Claim statuses, claim/loss processing and adjustment procedures;

English usage, spelling, grammar and punctuation;

modern office practices and procedures;

standard business machine and automated data management, storage and retrieval systems and equipment.

Ability to:

Skillfully perform responsible lead tasks pertaining to the administration of self-insured claim/losses of participating agencies;

independently assess damages, conduct field investigations, establish and maintain claim files and reserves;

perform arithmetical calculations with speed and accuracy;

provide payment of claims;

review and assist in litigation defense;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

drive to client districts in California.

Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree and four (4) years of progressively responsible claims adjusting experience including analysis, reserving, rating, negotiating, and handling all aspects of multi-line claims in General Liability, Auto Liability, and Property insurance.

OR

Associate of Arts degree or the equivalent from an accredited institution and six (6) years of relevant experience as stated above.

Conditions of employment:

Possession of a valid Class "C" California diver's license at the time of appointment, and proof of privately owned automobile insurance.

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 six months.

RT: rn

7/20/2020

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