

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2025
SALARY SCHEDULE #26
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

**PROGRAM COORDINATOR – SELF-INSURED SCHOOLS OF CALIFORNIA (SISC)
WORKERS' COMPENSATION**

DEFINITION

Under general direction, perform responsible, technical and management functions pertaining to the Self-Insured Schools of California Workers' Compensation program.

EXAMPLES OF DUTIES

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

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

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

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

assign and supervise examiner case loads;

oversee the workers' compensation automated data system;

provide assistance and training to participating agencies on proper document preparation and filing;

develop and maintain procedural manual, assist and train unit personnel, assist and supervise preparation of various annual reports;

supervise and evaluate performance of assigned staff;

assist in program changes involving software applications;

handle complicated/escalated claims as assigned;

assist with all lien issues;

handle escalated customer service issues;

assist in management of Medical Provider Network;

prepare and present reports and claim information to the SISC I Board, and other leadership as assigned;

assist with Gate Keeper meetings and physicians;

assist with Utilization Review program;

conduct professional in-services and workshops for member districts;

perform other related duties as assigned.

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;

Workers 'Compensation Software.

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.

CP: rn

4/4/2025

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Formerly Coordinator III – Workers' Compensation 2024