

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED DECEMBER 1990
TECHNICAL/SPECIALIST SERIES
RANGE: 49.5
CLASSIFIED
CODE: 2

CLAIMS EXAMINER III – WORKERS' COMPENSATION

DEFINITION

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

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

to do other related work as required.

EXAMPLES OF DUTIES

Performs a variety of functions regarding the workers' compensation insurance program, including program orientation, claims processing and investigation, and other related matters;

assists participating employers in the review, and document preparation pertaining to industrial illness and injury situations, assigns claims for investigation as necessary;

reviews the industrial illness and injury report forms and other documents for accuracy and completeness;

inputs data into an automated data management, storage and retrieval system, and extracts output reports;

reviews workers' compensation data and prepares statistical reports concerning claim status, temporary and permanent disability awards, and litigation assignments, referral of claims for rehabilitation;

requisitions, stores and assists in maintaining an appropriate inventory of workers' compensation benefit informational material, claim forms and other related forms and documents;

supplies participating agencies with workers' compensation forms and reporting documents as needed;

prepares documents to change the status of a temporarily disabled employee, and to discontinue employee benefits when an employee is able to return to active service;

participates in claims settlement conferences and in claims settlement processes;

settles claims within predetermined range;

assists medical service providers regarding service claim problems, issues and concerns;

verifies insurance coverage for various health service agencies and benefit certification programs;

compiles statistical data and reports required in the administration of the workers' compensation insurance program;

maintains contact with employees on industrial illness and injury leave, and respond to questions pertaining to benefits and claim procedures;

prepares routine correspondence and memoranda pertaining to various workers' compensation employee benefits related problems, issues and concerns.

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 and 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 insurance examiner experience, preferably in a self-insurance operation, and clerical experience as necessary.

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.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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.

This position has a probationary period of six months or 130 days, whichever is longer.

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