

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
FOR REVISION/APPROVAL NOVEMBER 2004  
RANGE: 18.5  
TECHNICAL/SPECIALIST SERVICES SERIES  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 1,6,8**

**SUPERVISING WORKERS' COMPENSATION CLAIMS ADJUSTER**

**DEFINITION**

Under direction to supervise the handling and adjustment of the most complex disability claims for SISC's self-insured workers' compensation program.

Personally handle individual claims as needed.

**EXAMPLES OF DUTIES**

Helps train and instruct assigned staff;

assists in the development of strategy, negotiation and settlement of the more complex workers' compensation claims;

handles an individual case load as needed;

assists the coordinator with assigning, evaluating and supervising the investigation and adjusting of workers' compensation claims by staff and/or outside adjusting firms;

performs employee evaluations;

evaluates claims management procedures and recommends modifications to the coordinator to maximize productivity and cost effectiveness;

appears before the Workers' Compensation Appeals Board for hearings and mandatory settlement conferences;

provides information to the coordinator regarding department needs;

responds to inquiries regarding claims as needed;

prepares reports and correspondence;

informs the coordinator of significant or controversial issues in a timely manner.

**QUALIFICATIONS**

Knowledge of:

The State of California Labor Code, Workers' Compensation laws and regulations;

current and significant Workers' Compensation Appeals Board rulings and procedures;

medical and technical terminology used in the medical and psychiatric treatment of injured workers;

generally accepted personnel practices and 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.

Ability to:

Maintain cooperative relations with departmental personnel;

write and speak effectively;

establish and analyze relevant data, bring claims to equitable conclusions;

supervise technical and clerical staff;

analyze problems and select an effective course of action;

work effectively with related computer applications;

effectively resolve claim and loss problems, issues and concerns;

perform arithmetical calculations with speed and accuracy;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Two (2) years of progressively responsible experience in the adjustment, analysis, reserving, rating, negotiating and handling all aspects of workers' compensation claims from inception through litigation to closure.

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Economics, the Social Sciences, or a related field;

OR

an Associate of Arts Degree, or the equivalent from an accredited institution and four (4) years of relevant experience as stated above.

Condition of employment:

Possession of a valid Class "C" California driver's license at time of appointment.

Possession of a California State Self-Insurance Administration's Certificate at time of appointment.

**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 is overtime exempt and has a probationary period of one year.

ST:rw

10/15/04

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