

## **SCHOOLS EXCESS LIABILITY FUND (SELF)**

### **CLASS TITLE: WORKERS' COMPENSATION CLAIMS EXAMINER II**

#### **BASIC FUNCTION:**

Under the direction of the Director of Workers' Compensation Claims, organize, direct and participate in the operations and activities of the Excess Workers' Compensation Program including the review, processing and reporting of claims; coordinate communications, record-keeping functions and information to assure smooth and efficient processing and settlement of claims and timely resolution of related issues; train and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Organize, direct and participate in Excess Workers' Compensation Program operations and activities including the review, processing and reporting of claims; coordinate services to provide for the accurate and timely payment of claims; assure related activities and transactions comply with established laws, codes, standards, requirements, policies and procedures.

Provide case management for Workers' Compensation claims; review and evaluate new and existing claims to assure timely reporting and claims resolution; review and respond to claims status reports; prepare LMS documentation.

Coordinate communications and information to assure smooth and efficient processing of claims; investigate, analyze and confer with claims members, examiners, attorneys and others in the resolution of issues, conflicts and discrepancies related to Workers' Compensation claims.

Establish and maintain reserves for claims files; recommend settlement options for claims, payments, and reimbursements in response to member requests; prepare, maintain and update case diaries; research, compile and analyze a variety of data and information related to claims.

Oversee and participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to claims, members, program reserve, payments, disputes, compliance and assigned activities.

Provide technical training and assistance to claims members, board members, outside agencies and others concerning Workers' Compensation and claims processing; explain related issues, practices, standards, requirements, laws, codes, regulations, policies and procedures.

Establish and maintain time lines and priorities for the Excess Workers' Compensation Program; participate in the development and implementation of Program and related claims processing goals, objectives, plans, strategies, standards, processes and procedures.

Review new claims to assure compliance with SELF reporting requirements; organize and direct field claim audits and the preparation of related review responses; oversee the review and analysis of related documents to assure accuracy and compliance with established standards and requirements.

Participate in the preparation and distribution of a variety of correspondence including reservation of rights documents and SELF legal correspondence.

Communicate with SELF personnel and various outside organizations to exchange information and resolve issues or concerns; serve as a liaison between SELF departments, members and other outside agencies concerning the Excess Workers' Compensation Program.

Operate a variety of office equipment including a computer and assigned software; provide direction in the development, analysis and enhancement of the SELF claims computer systems, databases and applications.

Input and update claim and a variety of other data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, extract data and generate a variety of computerized documents and reports; verify accuracy of input and output data.

Attend and participate in various Board and committee meetings as assigned; prepare claims, agendas and supporting documentation for meetings; prepare and deliver oral presentations concerning Workers' Compensation issues, claims, reservation of rights issues and litigation; attend, conduct and participate in various off-site meetings and training sessions as directed.

Maintain current knowledge of new trends and innovations in the field of Workers' Compensation management; organize and coordinate professional assistance for analyzing and processing claims including legal counsel, and medical and claims consultants.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Organization and direction of the operations and activities of the Excess Workers' Compensation Program including the review, processing and reporting of claims.

Standards, principles, practices and procedures used in the processing and settlement of Workers' Compensation claims.

Operational characteristics, services and activities of a comprehensive Workers' Compensation program.

California Labor Code, Administrative Code, Education Code and Workers' Compensation case law. Medical terminology, civil litigation processes and concepts and financial analysis related to Workers' Compensation settlements.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Organize, direct and participate in the operations and activities of the Excess Workers' Compensation Program including the review, processing and reporting of claims.

Coordinate communications, record-keeping functions and information to assure smooth and

efficient processing and settlement of claims.

Recommend and authorize settlement options for claims, payments, and reimbursements.

Investigate, analyze and confer with claims members, examiners, attorneys and others in the resolution of issues, conflicts and discrepancies related to Workers' Compensation claims.

Provide technical training and assistance concerning Workers' Compensation and claims processing.

Participate in the development and implementation of Program and related claims processing goals, objectives, plans, strategies, standards, processes and procedures.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, public administration or related field and five years increasingly responsible experience involving the processing of Workers' Compensation claims and related reporting functions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Reaching overhead, above the shoulders and horizontally to file and retrieve materials.

**TO APPLY**

Submit a letter of interest, resume and salary history to:

Human Resources  
Schools Excess Liability Fund  
1531 I Street, Suite 300  
Sacramento, Ca 95814

Fax: 916-321-5311

Email: [hr@selfpa.org](mailto:hr@selfpa.org)

No phone calls please.

**APPLICATION DEADLINE**

Opened until filled.