

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### WORKERS' COMPENSATION CLAIMS REPRESENTATIVE I - 1944

##### DEFINITION:

Under general supervision, to perform the less difficult claims adjusting work in connection with the City's workers' compensation risk management programs; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Investigates the less difficult claims for workers' compensation claims filed against the City;
- Interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Maintains monetary reserves;
- Reviews medical records and applies medical guidelines;
- On a scheduled or on-call basis, inspects scenes of accidents and injuries;
- Takes photographs and collects and preserves evidence;
- Evaluates workers' compensation claims to determine extent of the City's liability;
- Estimates settlement value of workers' compensation claims;
- Negotiates with claimants in order to effect equitable settlements out of court;
- Recommends claim denial;
- Effects settlements within assigned monetary authority;
- Prepares investigative reports;
- Represents the City in workers' compensation and industrial leave claims actions and hearings;
- Assists in the preparation of cases for litigation and interprets case law;
- Attends hearings of the Workers' Compensation Appeals Board;
- Attends industrial leave hearings;
- Evaluates and rates disabilities;
- Creates evidence-based drug formulary;
- Performs related duties.

##### MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

One year of full-time professional-level experience investigating, adjusting, and settling workers' compensation claims covered by California law; **AND** a valid designation as a Claims Adjuster, Experienced Claims Adjuster, or Medical-Only Claims Adjuster in accordance with the California Code of Regulations.