

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR WORKERS' COMPENSATION CLAIMS REPRESENTATIVE – 1949

DEFINITION:

Under direction, to perform the most difficult, complex, varied and sensitive claims adjusting work related to the City's Workers' Compensation Risk Management programs; to lead the work of professional Workers' Compensation Claims Representatives; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts, adjusts and administers the most difficult, complex, and sensitive investigations of workers' compensation claims filed against the City;
- Investigates, adjusts, administers and settles the most difficult, complex, varied and sensitive workers' compensation claims;
- Evaluates and rates disabilities;
- Assist in the preparation of cases for litigation;
- Interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Reviews medical records;
- Evaluates claims to determine extent of the City's liability;
- Recommends claim denials;
- Effects settlements within assigned monetary authority;
- Prepares comprehensive investigative reports;
- Assists in the preparation of cases for litigation;
- Attends and testifies at industrial leave hearings and hearings of the Workers Compensation Appeals Board;
- Leads the work of professional and paraprofessional staff;
- Conducts and coordinates training programs and performs special projects;
- 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 Announcement for updated minimum qualifications.

Three years of full-time professional experience investigating, adjusting and settling workers' compensation claims which must include at least two years of full-time experience handling claims covered by California law **AND** a valid designation as an Experienced Claims Adjuster in accordance with the California Code of Regulations. Possession of a valid California Class C Driver License.

*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.