

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 and applies fee schedules;
- Assists in the preparation of cases for litigation and interprets case law;
- Interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Reviews medical records and medical guidelines;
- Creates evidenced based formulary;
- 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time professional experience investigating, adjusting, and settling workers' compensation claims covered by California law, **AND** designation as a Claims

- * **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.

Adjuster or Experienced Claims Adjuster in accordance with the California Code of Regulations. Possession of a valid California Class C Driver License.