

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### SUPERVISING WORKERS' COMPENSATION CLAIMS REPRESENTATIVE - 1952

##### DEFINITION:

Under direction, to direct and supervise professional staff and participate in the administration of the City's Workers' Compensation programs; to manage a complex and/or sensitive caseload including determining and administering workers' compensation benefits; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Oversees, directs, trains and evaluates claims handling subordinate staff and provides direction when needed;
- Reviews claim denials recommended by subordinates;
- Assists in the creation and review of contracts and other legal documents and participates in requests for proposal processes when contracts are needed;
- Reviews new case law and trends emerging in the workers' compensation community;
- Ensures compliance of the City's Workers' Compensation programs with applicable legal provisions;
- Establishes monetary reserves for cases;
- May personally manage and adjust the most complex and sensitive workers' compensation cases;
- Reviews accident reports, manages and controls the medical aspects of cases;
- Authorizes payment of benefits and expenses;
- Negotiates settlements with employees and their attorneys;
- Evaluates and rates disabilities;
- Attends and testifies at hearings of the Workers' Compensation Appeals Board and industrial leave hearings;
- Conducts investigations of claims;
- Assists in preparing cases for litigation;
- Assists in the preparation and review of contracts and legal documents;
- 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.***

Four years of full-time professional experience investigating, adjusting, and settling workers' compensation claims which MUST include at least three 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.. A valid California Class C Driver License may be required.

- \* **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.