

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WORKERS' COMPENSATION CLAIMS REPRESENTATIVE II - 1945

DEFINITION:

Under general supervision, to perform varied and difficult claims adjusting work related to the City's workers' compensation or other specialized risk management programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Investigates, administers, and settles varied and difficult claims for workers' compensation claims filed against the City;
- Conducts pre-trial investigations and prepare reports;
- Represents the City at various workers' compensation and industrial leave claims actions and hearings;
- Interprets case law;
- Reviews accident and injury reports to determine and rate employee disabilities;
- Creates evidenced based drug formulary;
- Estimates settlement value of workers' compensation claims;
- Interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Reviews hospital records and applies medical guidelines;
- Recommends claim denials and effects settlements within assigned monetary authority;
- Prepares investigative reports;
- 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>.

Two years of full-time professional-level experience investigating, adjusting, and settling workers' compensation claims which must include at least one year of full-time experience handling claims covered by California law; **AND** a valid designation as a Claims Adjuster or an Experienced Claims Adjuster in accordance with the California Code of Regulations.

*** 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.