

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;
- 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;
- Attends hearings of the Workers' Compensation Appeals Board;
- Attends industrial leave hearings;
- Evaluates and rates disabilities;
- 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.

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