

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;
- Conduct pre-trial investigations and prepare reports;
- Represent the City at various workers' compensation and industrial leave claims actions and hearings;
- Review accident and injury reports determine and rate employee disabilities;
- Estimates settlement value of Workers' Compensation claims;
- Interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Reviews hospital records;
- 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 Announcement for updated minimum qualifications.

Two years of full-time professional 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 an Experienced Claims Adjuster in accordance with the California Code of Regulations. May require possession of a valid California C Driver's 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.