

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### WORKERS' COMPENSATION CLAIMS AIDE - 1943

##### **DEFINITION:**

Under general supervision, to perform a variety of subprofessional workers' compensation claims assignments of average difficulty; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Reviews, evaluates, and adjusts the less complex and serious workers' compensation claims against the City, including Medical Only claims, and other claims involving limited liability exposure and in which determination of liability is not a major issue;
- Determines whether injuries are work-related and establishes reserves for medical expenses;
- Processes and effects settlements and payments within assigned monetary authority;
- Conducts investigations and interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Prepares settlement documents;
- Conducts interviews to obtain specific information regarding injured employee's job;
- Approves or denies claims;
- Interprets the provisions of State labor code laws;
- Initiates and maintains case files and prepares case 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 clerical experience, which includes one year of experience providing clerical support for workers' compensation claims, researching billing and payment issues, and maintaining workers' compensation files electronically and/or hard copy; **OR** 18 months of full-time clerical experience, which includes six months of experience providing clerical support for workers' compensation claims, researching billing and payment issues, and maintaining workers' compensation files electronically and/or hard copy, **AND** successful completion of one of the following Insurance Educational Association (IEA) or equivalent agency's classes: Introduction to Workers' Compensation Claims Adjuster (WCCA) 8, WCCA 006, WCCA 10, WCCA 11, WCCA 12, WCCA 14, or WCCA 15; **OR** 18 months of full-time clerical experience, which includes six months

\* **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.

of experience providing clerical support for workers' compensation claims, researching billing and payment issues, and maintaining workers' compensation files electronically and/or hard copy, **AND** possession of a valid current designation as a Medical-Only Claims Adjuster in accordance with the California Code of Regulations. Possession of a valid California Class C Driver's License.