

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 Announcement for updated minimum qualifications.

One year of full-time experience as a Claims Clerk or Benefits Representative I with the City of San Diego in the Risk Management Department; **OR** six months of full-time experience as a Benefits Representative II with the City of San Diego Risk Management Department; **OR** six months of full-time experience as a Claims Clerk or Benefits Representative I with the City of San Diego Risk Management Department **and** successful completion of one of the following Insurance Educational Association (IEA), or equivalent agency classes: Property and Liability Insurance Principles; Introduction to Claims; or Workers' Compensation Claims.

- * **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.