

Code: 1555

Title: WORKER'S COMPENSATION CLAIMS EXAMINER-SENIOR

SUMMARY: Manages, investigates and adjusts complex Worker's Compensation Claims including those involving extensive time lost, extensive medical management and litigation.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Receives, reviews and evaluates complex Worker's Compensation Claims;
Establishes and monitors loss reserve funding for difficult claims;
Coordinates claims activities with County departments and claimants to ensure timely claims reporting;
Investigates claims information by interviewing claimants, witnesses, supervisors, co-workers and others having knowledge of the reported incident;
Reviews accident reports and supporting documentation and coordinates with loss prevention officers to verify or refute claims information;
Makes compensability determinations and prepares all documents statutorily required by the Industrial Commission of Arizona;
Interprets rules, regulations and procedures for claimants;
Consults with and reviews reports from health care providers, and gives approval for care;
Maintains various statistical reports, evaluations, summaries and records of claims;
Coordinates and monitors job modification assignments between claimants and County departments;
Assures accurate and timely payment of all statutory benefits;
Keeps abreast of new trends and techniques in claims management, Worker's Compensation and Risk Management;
Makes recommendations regarding claims settlements in keeping with Arizona statutes;
Consults with and reviews reports from attorneys, rehabilitation consultants and the Industrial Commission.

KNOWLEDGE & SKILLS:

Knowledge of:

- State and Federal regulations and statutes governing Worker's Compensation;
- Industrial Commission of Arizona Worker's Compensation claims procedures;
- practices and procedures of claims evaluation and investigation;
- medical terminology related to occupational injuries;
- data analysis techniques;
- the principles and practices of Risk Management.

Skill in:

- analyzing and determining compensability of Worker's Compensation claims;
- organizing and maintaining records;
- communicating effectively, both orally and in writing;
- negotiating settlements and dispute resolution;
- investigating Worker's Compensation claims;
- compiling and preparing reports.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university or equivalent course work in law, business administration, risk management or a closely related field as defined by the Appointing Authority and five years of Worker's Compensation claims management experience.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona Drivers License with appropriate endorsement(s), as defined by the Appointing Authority.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

12/29/91
Updated 05/04/09_(gs)