

CLASS TITLE: SENIOR WORKERS' COMPENSATION CLAIMS COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for administering the City's workers' compensation claims and injury leave benefits and performs other related assigned duties.

ESSENTIAL TASKS:

- Administers the City's workers' compensation claims and injury leave benefits
- Reviews reports and investigates all claims for compensability under state worker's compensation statutes and the City's injury leave policy
- Administers payment of injury leave benefits, disability and medical payments
- Supervises Workers' Compensation Section including professional, clerical and temporary personnel involved in workers' compensation claims administration, data input and medical/disability payment distribution
- Evaluates and determines the direction of claim handling pursuant to the workers' compensation law and recommends settlement limits
- Represents workers' compensation section at grievances, arbitrations and court hearings
- Develops and analyzes management reports relating to injury leave and workers' compensation claims
- Develops, coordinates and conducts educational/training seminars for managers and employees
- Counsels injured employees regarding workers' compensation benefits
- Negotiates subrogation settlements with 3rd party insurance companies
- Maintains open communication lines with medical vendors to promote and provide workforce quality treatment
- Makes recommendations and monitors workers' compensation section budget
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, human resource management, or closely related field, and at least four (4) years of progressively responsible experience in the field of claims adjustment, including experience in investigating workers' compensation claims under state law and two (2) years of supervisory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of state workers' compensation law; considerable knowledge of investigative techniques, court procedures and basic rules of evidence; considerable knowledge of supervisory principles and practices; and good knowledge of injury leave programs and personnel practices. Ability to make decisions recognizing precedents and practices; ability to present ideas effectively, verbally and in writing to groups and individuals; ability to interpret legal and medical terminology; ability to write clear, concise and accurate reports; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 5 pounds, with occasional lifting and carrying up to 20 pounds; frequent pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, handling and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of an independent Adjusters/Workers' Compensation License from the State of Oklahoma.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

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Class Code: 1018

EEO Code: E-02

Pay Code: EX-40

Group: Clerical and Administrative

Series: Personnel Management

Effective Date: April 16, 2008