

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV16925</b>
<b>Job Class Code:</b>	<b>410</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>21</b>
<b>Workers Comp Code:</b>	<b>8742</b>		

<b>Job Code Established:</b>	<b>07/27/87</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Workers' Compensation Insurance Series

**JOB CODE TITLE:** INDUSTRIAL COMMISSION ASSISTANT CLAIMS MANAGER

**HRIS TITLE:** IND COM ASST CLMS MGR

**CHARACTERISTICS OF THE CLASS:** Under direction, is responsible for work of considerable difficulty serving as an Assistant Claims Department Manager and supervising a group of major functions or operations therein; and performs related work as required. This is a two position classification. Each manages, through subordinate supervisors, a group of major functions within the Claims Department of Industrial Commission.

**EXAMPLES OF DUTIES:** Assists in the management of the Claims Department by supervising several claims processing or related support units; supervises and evaluates the work of unit supervisors engaged in such activities as carriers' compliance reviews, awards adjudication, reviews of petitions for hearing, claims related investigations and processing of no insurance claims; meets with claimants, attorneys and employer representatives in all matters involving claims; reviews files and case summaries prepared by the staff for Commission consideration; provides interpretation of Workers' Compensation laws for staff requesting assistance; develops procedures and forms to increase effectiveness of operations; prepares correspondence to insurance carriers; provides technical guidance in such areas as medical fee schedule interpretation and "old law" administration; organizes and conducts seminars; prepares a variety of reports; serves in the absence of the Claims Manager.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Workers' Compensation laws, medical fee schedules, relevant Supreme Court decisions and standard procedures in claims examining; of the principles and practices of effective supervision.

**Skill/Ability to:** plan, organize and direct work flow; analyze and resolve complicated claims matters; communicate verbally and in writing.