

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV17009
Job Class Code:	410	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	8742		

Job Code Established:	03/23/95	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Workers' Compensation Insurance Series

JOB CODE TITLE: WORKERS' COMPENSATION INSURANCE CLAIMS ADJUSTER I

HRIS TITLE: WKRS COMP INS CLMS ADJTR

CHARACTERISTICS OF THE CLASS: Works under general supervision and exercises independent judgment within established guidelines and standards. Authority to make Workers' Compensation claims settlement determinations; independently settle or recommend settlement of claims up to limits established by Workers' Compensation Insurance laws, rules and regulations. No unusual work conditions. Performs journey level work in negotiating, settling and processing Workers' Compensation Insurance claims and "no-insurance" claims; that is, claims submitted by workers whose employer did not have Workers' Compensation insurance at time of injury. Investigates, evaluates, negotiates and settles claims; coordinates claims activity with disability management specialist, subrogation specialist and/or attorneys; provides technical assistance to lower level employees relative to the processing of claims; writes claims reports. Responsible for timely settlement and termination of claims; scheduling and prioritizing work activities within established time frames.

EXAMPLES OF DUTIES: Investigates, evaluates and analyzes Workers' Compensation insurance claims and/or insurance claims. Makes benefit award determinations. Negotiates claims settlements. Establish average monthly wage. Makes loss of earning capacity (LEC) long-term and lifetime award determinations. Makes determinations for fatal accident awards. Provides assistance and technical advice to other employees involved in processing claims. Coordinates claims litigation. Reviews claim reports and ensures that they are in accord with all applicable requirements. Identifies and investigates subrogation potential of Workers; Compensation claims. Maintains claim files. Maintains accurate and complete claims information databases. Attends staff meetings, shares information, and participates in problem solving. Performs related tasks as required.

WORK RESULTS/PRODUCTS: Completed claim investigations; completed claim settlements; completed claim files.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal/State workers compensation insurance laws, regulations, policies and Court of Appeals rulings; medical and insurance terminology; workers compensation claims management practices; early return-to-work programs; litigation management; automated claims management systems; claims investigation methodology.

Skill/Ability to: communicate verbally and in writing; plan, organize and analyze claims and medical data; reach logical claims determinations and make reasonable recommendations and/or settlements; negotiate claims settlements; interact with claimants, carriers, medical providers, attorneys, employers, claimant's dependents and other interested parties.