

CLASSIFICATION SPECIFICATION

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|---------------------------|-------------|-------------------------|-----------------|
| FLSA: | NEXP | Job Code: | ACV17010 |
| Job Class Code: | 410 | Salary Schedule: | AREG |
| EEO Category: | 02 | Grade: | 20 |
| Workers Comp Code: | 8742 | | |

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| 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 II

HRIS TITLE: WKRS COMP INS CLMS ADJTR II

CHARACTERISTICS OF THE CLASS: Works under general direction and exercises considerable independent judgment within established guidelines and standards. Authority to make Worker's Compensation claims settlement determinations; independently settle or recommend settlement of claims up to limits established by Workers' Compensation Insurance laws, rules and regulations. Performs senior 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. Makes determinations for vocational rehabilitation claims; investigates, evaluates, negotiates and settles claims; coordinates claims activity with disability management specialists, subrogation specialists and/or attorneys; provides technical assistance to lower level employees relative to the processing of claims; writes claims reports. Serves as a technical expert and/or team works with State agencies to identify their needs in dealing with workers' Compensation claims. The Workers' Compensation Claims Adjuster II is distinguished from the Workers' Compensation Claims Adjuster I class by the lead responsibilities which include scheduling, prioritizing, assigning and/or reviewing the work of journey level professionals or by planning, developing and implementing specialized technical claims adjusting functions. The Workers' Compensation Claims Adjuster II is distinguished from Workers' Compensation Claims Adjuster Supervisor by the lack of direct supervisory/program responsibility. Work product consists of Completed claim investigations; completed claim settlements; completed claim files. Completed vocational rehabilitation plans. Responsible for timely settlement/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 no insurance claims. Determines eligibility for vocational rehabilitation benefits. Makes benefits award determinations. Negotiates claims settlements. Establishes 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.

KNOWLEDGE, SKILLS AND ABILITIES:

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

management; automated claims management systems; claims investigation methodology; Americans with Disabilities Act (ADA) and disability management; labor market conditions; the physical requirements for an extensive number of occupations.

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