

WORKER'S COMPENSATION EXAMINER I

NATURE OF WORK IN THIS CLASS

This is routine technical work involving the analysis of claims for compensation under the Worker's Compensation Law.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Examines injury reports and claims of employees to determine whether benefits are payable and in what amount; gathers all available information from the claimant's employer, physician, claimant, and evaluates this information to assist in determining the eligibility of the claimant; obtains any additional information required; and makes recommendation for action.

Reviews injury reports and claims from industrial employers; prepares necessary action to be taken by the insurance adjusters; verifies amount of compensation for accuracy in accordance with the fee schedule.

Compiles worker's compensation claims statistics for the International Association of Industrial Accident Boards Commission.

Answers routine inquiries on worker's compensation law, regulations and procedures.

Maintains case file records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of worker's compensation laws, rules, procedures and related guidelines.

Ability to analyze and evaluate data and make sound recommendations regarding claims.

Ability to make arithmetic computations.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Three (3) years of experience involving claims processing and adjustment; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

AMENDED: FEBRUARY 1996

PAY GRADE: H

HAY EVALUATION:

KNOW HOW:	D11	115
PROBLEM SOLVING:	C2 (22%)	25
<u>ACCOUNTABILITY:</u>	<u>B1C</u>	<u>25</u>
TOTAL POINTS:		165



 ELOY P. HARA
 Executive Director
 Civil Service Commission