

WORKER'S COMPENSATION EXAMINER II

NATURE OF WORK IN THIS CLASS

This is technical work in the review, analysis, and adjudication of claims involving compensation pursuant to the Guam 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.)

Reviews and analyzes occupational accident reports, police and safety investigative reports, claims, affidavits, etc.; recommends approval/disapproval; determines compensability of claims filed for workers compensation benefits.

Reviews and analyzes referrals by the Worker's Compensation Examiner I to ensure that parties in interest to specific reported injuries are afforded their statutory rights and privileges.

Reviews documents filed in support of or in opposition to alleged occupational injuries, i.e., medical evaluations and extracts, physio and/or psychological examination summaries, chiropractic and physical rehabilitation reports, to determine dependency status of possible benefit recipients; notifies all parties-in-interest of such determinations.

Encumbers funds for disability and death benefit compensation including payment for professional medical services including, but not limited to, examinations, treatment, vocational rehabilitation, hospitalization, etc.

Conducts informal conferences with the injured employee, employer, insurance carrier, and their respective legal counsel amicably dispose of controversies, narrow the issues, and to simplify methods of proof.

Refers to the Worker's Compensation Examiner Supervisor contested cases requiring formal hearings and the appraisal of details representative of each case to be formally heard.

ILLUSTRATIVE EXAMPLES OF WORK (Con't)

Testifies as an expert witness in formal hearings or court cases.

Monitors employer and carrier compliance with the Worker's Compensation Law, regulations, and policies, etc.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of Worker's Compensation law, rules, procedures and related policies and guidelines.

Knowledge of the principles of fair hearings.

Ability to analyze and evaluate and make sound recommendations regarding such evidentiary matters.

Ability to interpret and apply pertinent laws, regulations and policies.

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. Two (2) years of progressively responsible experience in the adjustment of claims and graduation from a recognized college or university with a Bachelor's degree in business or public administration; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: FEBRUARY 1996

PAY GRADE: K

HAY EVALUATION:

KNOW HOW:	EI1	152
PROBLEM SOLVING:	D3 (33%)	50
<u>ACCOUNTABILITY:</u>	<u>D1C</u>	<u>57</u>
TOTAL POINTS:		259



ELOY P. HARA
Executive Director
Civil Service Commission