

WORKER'S COMPENSATION EXAMINER SUPERVISOR

NATURE OF WORK IN THIS CLASS

This is supervisory and professional work involved in the adjudication of claims for compensation under the Worker's Compensation Law.

Employees in this class supervise and perform the full range of complex professional duties in the specialized functional program areas of the profession.

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.)

Supervises program examiners engaged in the investigation, processing and payments of Worker's Compensation claims; works directly with the less experienced examiners during their period of on-the-job training to explain all facts of the Worker's Compensation laws and procedural guidelines.

Checks and reviews matters of controversial work injury reports/claims, or those requiring informal conferences beyond lower level compensation examiner's expertise; conducts quality control checks on the performance of lower level compensation examiners.

Determines compensability to contested issues, proceeds with subrogation against third party tortfeasor where the injured person is a public employee; takes control of cases wherein formal hearings will be conducted or are being litigated; determines necessary rehabilitation and coordinates with such private and/or public sectors after consultation with the Medical Utilization Specialist.

Determines equitable compensation for unscheduled disabilities; audits professional service billings for public employees; coordinates with the Medical Utilization Specialist to arrange for necessary off-island care to include health providers, facilities, transportation, and medical per diem allowances.

Advises and instructs lower level compensation examiners on questions pertaining to third-party cases and advises the Worker's Compensation Administrator as to the merits of third party claims involving compromised settlements.

Makes special investigations for and reports directly to the Worker's Compensation Administrator in select cases.

ILLUSTRATIVE EXAMPLES OF WORK Con't)

Attends meetings and conferences relative to Worker's Compensation program functions and activities.

Maintains case file records and prepares technical reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of Worker's Compensation laws, regulations and standards applying to claims.

Knowledge of medical terminology and legal factors relative to injury or disability.

Knowledge of the principles, practices and techniques of interviewing and investigations.

Ability to supervise the work of others.

Ability to gather facts and information through interviews; conducts research and maintains confidentiality.

Ability to administer worker's compensation laws, rules and regulations to maintain fairness and impartiality.

Ability to exercise sound judgement and make recommendations as to the proper disposition of cases.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare technical reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- A. Four (4) years of progressively responsible experience in the adjustment of claims, including two (2) years as a Worker's Compensation Examiner II 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.

OTHER NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license.

ESTABLISHED: 31 DECEMBER 1990 (Public Law 20-221:25)

AMENDED: FEBRUARY 1996

PAY GRADE: L

HAY EVALUATION:

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|------------------------|------------|-----------|
| KNOW HOW: | EI2 | 175 |
| PROBLEM SOLVING: | D3 (33%) | 57 |
| <u>ACCOUNTABILITY:</u> | <u>D1C</u> | <u>66</u> |
| TOTAL POINTS: | | 298 |



ELOY P. HARA
 Executive Director
 Civil Service Commission