

WORKERS' COMPENSATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work of a moderately complex nature involving responsibility for coordinating a variety of activities for the Workers' Compensation Self-Insurance Plan Committee (a consortium of local towns, villages and County government formed for the purpose of administering workers' compensation policy). The work is performed under the general supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews Workers' Compensation claim forms and ensures that forms are completed properly;
Maintains a record of Workers' Compensation claims;
Acts as liaison between the County and third party administrators (TPA) with respect to various workers' compensation issues such as claim payment;
Conducts spot-checks of pending claims through TPA database for compliance with law and general standards of practice;
Provides guidance to employees, dependents, etc., regarding workers' compensation claims, rules, regulations, etc.;
Maintains financial records of revenue and expenses and reviews same for appropriateness and accuracy (e.g. checks being paid to employees, bills and payments going to providers);
Distributes OSHA logs and instructions for maintaining same;
Receives and reviews completed OSHA logs for appropriate entries and compiles statistics for submission to New York State Department of Labor;
Composes letters and responses to correspondence for executive signature;
Maintains records and prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Workers' Compensation rules and regulations*; thorough knowledge of office procedures and equipment; good knowledge of OSHA regulations and general safety procedures; good knowledge of claims processing practices; ability to prepare correspondence and reports from general instructions; ability to carry out oral and written instructions; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of responsible office clerical or responsible business experience, at least three (3) years of which must have been in an insurance claims** setting (i.e. Property & Casualty, Worker's Compensation), at least one (1) year of which involved supervisory and/or non-routine duties as a major thrust of the work.

NOTE: An Associate's degree may be substituted for two (2) years of the required clerical or business experience. A Bachelor's degree may be substituted for four (4) years of the required clerical or business experience.

*To be demonstrated during the probationary period.

**Experience in medical insurance claims will not be considered qualifying insurance claims experience.