



## **WORKERS' COMPENSATION ADMINISTRATOR**

**Salary: \$12,862 - \$15,938/month, 37.5-hr work week**

### **Your Port. Your Community. Your Career.**

When you join the Port of Oakland, you become part of a proud local legacy, an organization that touches virtually every resident with its services and programs. The Port of Oakland oversees the Oakland seaport, Oakland International Airport and 20 miles of waterfront. The Oakland seaport is in the top 10 busiest container ports in the U.S.; Oakland International Airport is the second largest San Francisco Bay Area airport offering over 300 daily passenger and cargo flights; and the Port's real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas.

The Port is currently recruiting for the position of Workers' Compensation Administrator. Under direction, the Workers' Compensation Administrator administers, monitors and supervises the investigation and settlement of Workers' Compensation claims involving the Port of Oakland to ensure that cost containment controls are enacted and claims are processed in an efficient and judicious manner.

Minimum requirements include a Bachelor's degree from an accredited college or university in Business Administration, Insurance or a related field; five years of increasingly responsible experience in the claims adjusting field, of which two years must be in a first line supervisory capacity; and possession of a valid California Workers' Compensation Self Insurance Administrator's License within the first year and for the duration of appointment.

Requires knowledge of the Labor Code of California as it pertains to Workers' Compensation and principles of tort law; practices and procedures before the Workers' Compensation Board and the Vocational Rehabilitation Bureau; medical and legal terminology utilized in the Workers' Compensation arena, including Labor Code 132A; subrogation and vocational rehabilitation; principles and practices of supervision; and developing and maintaining records storage and retrieval systems.

The Port's compensation and benefit program ranks among the best in the region for public jurisdictions and is designed to reward performance and promote a balanced lifestyle, both at the workplace and away from the workplace, for our employees and their families. The Port is committed to the health and well-being of its employees and has been recognized as a FIT-Friendly Employer by the American Heart Association. We offer a comprehensive benefit package, including medical, dental, vision, life insurance, 457 plan and paid leave.

To apply for this exceptional opportunity, view supplemental questions and/or obtain more details, please visit us at <https://www.portofoakland.com/business/job-center/>. **Apply by January 8, 2021 at 5:00 PM.**

Equal Opportunity Employer