

## **WORKERS' COMPENSATION CLAIMS TECHNICIAN**

**Salary: \$7,191 - \$8,911/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 Claims Technician. Under general supervision and in accordance with the laws established by the State of California, the Workers' Compensation Claims Technician provides technician assistance related to Workers' Compensation claims and other claims for the Port.

#### **Typical duties may include, but are not limited to the following:**

- Inputs claims data into the computer for administration of the Port's Workers' Compensation program.
- Inputs and verifies benefit amounts and prepares weekly payments related to benefits and settlements.
- Sets up new files and ensures that all required forms have been received and are documented in the file.
- Confers with physicians and responds to routine questions from claimants.
- Compiles statistics and prepares data for internal claims reports.
- Indexes all claims and re-indexes them every six months; purges files; stores closed claims.
- Assists the Workers' Compensation Analyst in sending out required benefit notices.
- Assists in handling medical only files.
- Provides technical assistance to the Workers' Compensation Unit.
- Performs other related duties as required.

#### **Minimum Qualifications:**

This examination is open to persons who have a combination of education and experience that would reflect possession of the required knowledge, skills, and abilities for the position. A typical combination would include the following:

**Education:** A high school diploma or equivalent.

**Experience:** Four years of progressively responsible clerical experience working in the workers' compensation claims adjusting field, of which two years must be in the advanced journey level. Public sector and/or experience working for a third-party administrator is desirable.

Possession of an IEA certification in Workers' Compensation is desirable.

**Additional Requirements:** The Port of Oakland requires each incumbent to successfully complete a Transportation Security Administration (“TSA”) background check, which will include a fingerprint-based Criminal History Records Check (“CHRC”) and a Security Threat Assessment (“STA”), prior to being considered for this position. This status must be maintained for the duration of employment at the Port.

**Knowledge, Skills and Abilities:**

Knowledge of principles and practices of office administration, filing and record keeping and modern office equipment, technology and computers. Requires the ability to use of personal computers and database management applications; provide excellent customer service; establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team; work under deadlines and coordinate several concurrent assignments; work with minimum supervision; interact effectively with customers and difficult situations and exercise good judgment with minimal supervision; collect, compile and prepare data for presentation in report formats; identify and maintain systems that meet regulatory compliance requirements and ensure accurate complete resource information; understand and interpret workers’ compensation, laws, regulations, claims, benefits and related procedures, and prepare clear, concise and complete reports and other written correspondence.

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 February 8, 2022 at 5:00 PM.**

Equal Opportunity Employer