

Workers Compensation Supervisor

Salary

\$105,026.40 - \$127,639.44 Annually

Location Sacramento, CA

Job Type

Permanent Full-Time

Job Number 28557-A

Department

Personnel Services

Opening Date 12/07/2023

Closing Date

12/21/23 1st cut off and 1/4/2024 5:00 PM Pacific Final

The Position

There is an additional 3.35% Management Differential which is added to the posted salary for this class.

This is a continuous filing exam. Next filing cut-offs are at 5:00 pm on:

12/21/23, 1/4/24 (final)

Under general direction, the Workers Compensation Supervisor supervises employees that perform specialized claims service in the administration of the County's self-insured Workers' Compensation Program; serves as professional subject matter experts and consultants in a Workers' Compensation specialty area; performs the most difficult, complex, and sensitive projects and technical assignments that have considerable agency or countywide impact.

Examples of Knowledge and Abilities**Knowledge of**

- Workers' Compensation laws, administrative regulations, major court decisions and trends
- Principles of supervision and training
- Methods of evaluating Workers' Compensation claims and computing benefits
- Terminology relating to computer software, hardware and peripheral equipment

Ability to

- Review, investigate and evaluate Workers' Compensation claims in accordance with applicable laws, administrative regulations and major court decisions
- Gather information and analyze data to establish or identify needs and make recommendations for improvements
- Interpret and evaluate program effectiveness
- Draw logical conclusions and make recommendations
- Identify, evaluate and research operational problems, make independent judgments and implement changes

- Interpret and apply complex policies, procedures, federal, state and local laws and requirements; memorandums of understanding; and other Workers' Compensation materials
- Train and provide project and/or program direction to others
- Establish and maintain effective working relationships with subordinates, supervisors, employees, employee organizations, other departments and members of the public
- Communicate effectively, both verbally and in writing

Employment Qualifications

Minimum Qualifications

Either: Five years of full-time paid experience in the class of Workers' Compensation Examiner in Sacramento County service.

Or: Five years of full-time paid experience adjusting a caseload of (150+) California workers' compensation indemnity files from inception of injury through litigation to closure.

Note: If the word "experience" is referenced in the minimum qualifications, it means full-time paid experience unless the minimum qualification states that volunteer experience is acceptable. Part-time paid experience may be accumulated and prorated to meet the total experience requirements.

General Qualifications

Criminal History and Background Checks: The County may access criminal history information on candidates who have accepted a conditional offer of appointment for this class consistent with the provisions of Board of Supervisors Resolution No. 82-602, Personnel Policies and Procedures B-5, and applicable federal and state laws. The County shall not consider for employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate's ability to perform the job duties of this class unless it is determined that mitigating circumstances exist. For purposes of accessing criminal history information, the candidate will be fingerprinted. A subsequent arrest notification may be obtained.

The County may also conduct a background check on the candidate prior to appointment to a position within this class. The background check may include personal and professional reference checks, credit history checks, Social Security Number verification, professional license/registration verification, military service information and driving history. Information obtained in the course of this background check will be considered by the appointing authority in the selection process. In obtaining such information, the County will comply with applicable consent and disclosure practices in the Fair Credit Reporting Act and the California Investigative Consumer Reporting Agencies Act.

License Requirements: Some positions in this class require possession of a valid State of California Driver License, Class C or higher, at the time of appointment.

Failure to maintain appropriate valid California Driver License constitutes cause for personnel action in accordance with Civil Service Rules. Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.

Designation Requirement: Incumbents in this class must submit proof of designation as an Experienced Claims Adjuster pursuant to California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592.01 – 2692.05 within 6 months of appointment to the position. Failure to obtain and maintain this certification constitutes cause for termination from the class in accordance with Civil Service Commission Rules.

Some positions in this class may require certification by the State of California as a Competent Administrator in self-insurance plans prior to completion of the probationary period. Failure to obtain and maintain this certification constitutes cause for termination from the class in accordance with Civil Service Commission Rules.

Probationary Period

The probationary period for this classification is **six (6)** months

For more information go to www.SacCountyJobs.net