



County of Contra Costa Workers' Compensation Claims Adjuster II

SALARY	\$40.55 - \$49.29 Hourly \$3,243.86 - \$3,942.93 Biweekly \$7,028.36 - \$8,543.01 Monthly \$84,340.32 - \$102,516.12 Annually	LOCATION	Martinez, CA
JOB TYPE	Permanent Full-Time	JOB NUMBER	AJVF-2024A
DEPARTMENT	Risk Management	OPENING DATE	04/10/2024
CLOSING DATE	Continuous	FLSA	Exempt
BARGAINING UNIT	ZB		

The Position

This is a continuous recruitment
Qualified candidates are encouraged to apply immediately

Bargaining Unit: Local 21 - Non-Supervisory Management

Contra Costa County is seeking two (2) Workers' Compensation Claims Adjuster II to join our Risk Management team. The County Workers' Compensation Program is unique as it is not only self-insured, but also self-administers the claims and provision of benefits to industrially injured employees of the County. Where other public agencies rely on third-party administrators to administer their claims, the County believes our self-administered approach is one that prioritizes the quality of service to our internal departments and their injured employees.

The Workers' Compensation Claims Adjuster II may report to the Senior Workers' Compensation Claims Adjuster or the Workers' Compensation Claims Supervisor.

Why join our team?

The County believes staff is its greatest asset. We strive to provide a workplace that is inclusive of all people, cultures, and backgrounds. At Contra Costa County, we see every day as a chance to create a positive impact on the individuals we serve. We lead through our values, integrity, community, and our employees are dedicated and provide excellent service.

The Workers' Compensation Unit in particular is a small and dedicated unit within the Risk Management team. Each team member has a unique opportunity to support each other, make an immediate impact on the program, and to share their experience and knowledge with the rest of the team. Our Adjusters have the opportunity to work on a wide variety of claims which ensures you are always learning something new and continuing to grow in your skillset and career path.

We are looking for someone who is:

- An effective communicator who possesses strong verbal, written, and listening skills
- Productive under pressure, while maintaining deadlines and administering timely Workers' Compensation benefits

- Capable of maintaining working relationships with multiple parties including claimants, employer contacts, medical providers, and legal counsel
- Able to apply technical knowledge and accurately make mathematical calculations
- Able to interpret and use Workers' Compensation rules and regulations

What you will typically be responsible for:

- Investigating compensability of on-the-job injury claims filed by County employees
- Administering timely Workers' Compensation benefits to include provision of medical treatment, as well as, temporary disability benefits, permanent disability benefits, and Supplemental Job Displacement Benefits
- Working closely with legal counsel for case development and claim resolution
- Working on negotiation and settlement of claims by Stipulations and Compromise and Release
- Reviewing and documenting diaries, reserves, and pertinent claim materials in a timely manner
- Maintaining timely reporting with the excess insurance carrier, when appropriate

A few reasons you might love this job:

- You will be part of a dynamic team
- We offer a hybrid remote work schedule
- You will have access to a generous benefits package including retirement, health plan options and other benefits listed here: [Employee Benefits | Contra Costa County, CA Official Website](#)

A few challenges you might face in this job:

- You will work in a fast-paced environment
- You will be expected to manage multiple assignments with competing deadlines
- You may interact with clients that are upset and/or confused

The eligible list for this recruitment may remain active for 6 months.

Please view the job description [here](#)

Minimum Qualifications

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of state Motor Vehicle Operator's License may be accepted during the application process.

Certification: The incumbent must be a current "certified claims adjuster" in the state of California pursuant to Title 10 of CCR2592, or possess the self-insurance certificate issued by the State of California.

Education: Completion of 60 semester or 90 quarter units from an accredited college or university which included at least six semester or nine quarter units in business or public administration, insurance, physical science, finance or a closely related field.

Experience: Three (3) years of full-time or its equivalent performing as a Workers' Compensation Claims Adjuster I or in an equivalent classification as a professional claims adjuster with an insurance carrier or third party claims administrator whose primary responsibility was the adjustment of workers' compensation indemnity claims.

Substitution for Education: Additional experience of the type noted above may be substituted for the required education on a year-for-year basis up to a maximum of two (2) years.

Selection Process