

Job Title: Workers' Compensation Claims Adjuster II  
Closing Date/Time: 12/04/2024

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

Job Type: Permanent Full-Time

Location: Martinez, California

Department: Risk Management

To apply to this position for visit the following link:

<https://www.governmentjobs.com/careers/contracosta/jobs/4454285/workers-compensation-claims-adjuster-ii>

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.

**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:**

1. Application Filing and Evaluation: Applicants will be required to complete a supplemental questionnaire at the time of application, applications will be evaluated to determine which candidates will move forward in the next phase of the recruitment process.
2. Training and Experience Questionnaire: Candidates will be required to complete a training and experience questionnaire at the time of filing. The responses to the training and experience questions on the supplemental questionnaire will be used to evaluate candidates relevant education, training and/or experience as it relates to the Workers' Compensation Claims Adjuster II Classification. (Weighted 100%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

For recruitment specific questions, please contact Amanda Monson at [Amanda.Monson@hrd.cccounty.us](mailto:Amanda.Monson@hrd.cccounty.us). For any technical issues, please contact the GovernmentJobs' applicant support team for assistance at +1 855-524-5627.