

WORKERS' COMPENSATION ANALYST, 1774  
SENIOR WORKERS' COMPENSATION ANALYST, 1769

Summary of Duties : Determines City acceptance of workers' compensation cases for injured employees; authorizes appropriate treatment and assures that treatment is prompt, adequate, and economical; interviews injured employees, physicians, and witnesses; discusses cases with attorneys, physicians, representatives of employee groups, and other persons involved in workers' compensation; or, analyzes claims for workers' compensation benefits; confers with and advises concerned parties and agencies; may supervise employees engaged in investigating, analyzing, and providing appropriate benefits for such claims; and does related work.

Distinguishing Features : A Workers' Compensation Analyst receives reports of accidents and determines City acceptance of workers' compensation cases. An employee of this class reviews the progress of cases to remain aware of important changes. Case questions from departments, doctors, and employees are usually referred to and answered by this employee. A Workers' Compensation Analyst deals exclusively with workers' compensation cases and has no supervisory responsibility.

A Senior Workers' Compensation Analyst performs the more difficult and complex workers' compensation claims work and may be responsible for the work of Workers' Compensation Analysts by training and reviewing the work of subordinate personnel, making work assignments, and advising of the pertinent laws, regulations, policies and procedures concerning the more sensitive and problem cases. An employee of this class receives assignments in general terms, and the work is evaluated on the basis of results attained. An employee of this class acts for the Principal Workers' Compensation Analyst in the latter's absence.

Examples of Duties : Workers' Compensation Analyst : Analyzes personal injury records, doctors' reports, and previous compensation cases to determine basis for acceptance or rejection of workers' compensation claims of City employees; requests record checks from the Los Angeles Index Bureau to ascertain if employees have had previous injuries or claims which could contribute to present claims or injuries, or have entered workers' compensation claims for the same injury at more than one place of employment; requests investigations in cases where additional information is required and personally secures additional information in the office to aid in analyses of claims;

Reviews medical reports and case files to determine the possibility of malingering, whether further investigation is required, or if a recommendation for permanent disability is needed; authorizes medical treatment, reviews progress of cases by consultation with examining physicians, and assures that treatment is prompt, adequate, and

economical; confers with Senior Workers' Compensation Analyst about problem cases, such as employees receiving excessive medical treatment; approves payment of bills and claims; answers questions regarding cases from departments, supervisors, employees, doctors, and hospitals, or informs them of special problems; recommends changes of doctors when necessary; establishes financial reserves on cases; rates the extent of permanent disability and assists employees in obtaining informal ratings from the Disability Evaluation Bureau; prepares correspondence to employee's doctors and attorneys on cases; refers cases to vocational rehabilitation section;

Confers with the City Attorney's staff on legal aspects and doctors on medical aspects as well as acts as liaison between the City departments and their employees; interprets awards from the courts in terms of payments an employee will receive; attends hearings as a City representative and testifies as required; negotiates and settles compromise and release settlements with employees and their attorneys; may interview injured employees, physicians, and/or witnesses and performs related work.

Senior Workers' Compensation Analyst : Supervises a small group of Workers' Compensation Analysts and Workers' Compensation Aides engaged in the review, processing and approval of workers' compensation claims and benefits and investigation of claims by injured City employees; confers with the City Attorney's staff on legal aspects of claims and directs the compilation and preparation of background materials for use in cases scheduled for hearing or trial; personally performs the more difficult, complex and sensitive workers' compensation analyses;

Assigns cases for investigation and analysis to Workers' Compensation Analysts; advises of and gives instruction in pertinent laws and rules pertaining to problem cases; advises management of awards, compromise settlements, and temporary disability and death benefits; reviews and determines the existence and extent of City liability; confers with operating departments or major divisions to coordinate efforts in resolving problems on workers' compensation cases; interprets awards from the courts in terms of payments an employee will receive; attends hearings as a City representative and testifies as required; negotiates and settles compromise and release settlements with employees and their attorneys; develops and administers a system of monitoring and review of open cases for determining the possibility of malingering and whether further investigation is required; investigates dependency status and administers death benefits; recommends doctors for appointment to or removal from the examining panel for workers' compensation cases; may confer with a Safety Engineer on phases of workers' compensation which involve employee safety, safe working conditions and practices;

Employees in these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

|   | <u>Workers'</u><br><u>Compensation</u><br><u>Analyst</u> | <u>Senior</u><br><u>Workers'</u><br><u>Compensation</u><br><u>Analyst</u> |
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| <u>Knowledges :</u>   |  |   |
| Basis for acceptance or rejection of workers' compensation claims against the City;   | Good   | Good  |
| Provisions of the California State Labor Code pertaining to Division Four covering occupational injuries, vocational rehabilitation, and claims as well as legal decisions interpreting this section; | Good   | Good  |
| Rating system for disability injuries used by the Division of Industrial Accidents;   | Working  | Good  |
| Jurisdiction, functions, and procedures of the Workers' Compensation Appeals Board;   | Working  | Good  |
| Methods used in processing workers' compensation claims and the various payments for disability given;  | Working  | Good  |
| Safety practices and principles;  |  | Good  |
| Medical terminology, anatomy, and the care and treatment of occupational injuries and diseases;   | Working  | Working   |
| Supervisory principles and practices;   |  | Working   |
| Laws and regulations relating to equal employment opportunities and affirmative action;   |  | Working   |
| The average time necessary for rehabilitation required after various types of diseases and injuries;  | General  | General   |
| <u>Knowledges (Cont) :</u>  | <u>Workers'</u><br><u>Compensation</u><br><u>Analyst</u> | <u>Senior</u><br><u>Workers'</u><br><u>Compensation</u><br><u>Analyst</u> |

Memoranda of understanding as they apply to subordinate personnel; General

City Personnel rules, policies and procedures; General

Abilities :

Make prompt and accurate decisions and recommendations on claims; x x

Understand and interpret laws and legal restrictions and requirements; x x

Elicit required information from reviews of a variety of records and reports; x x

Deal tactfully and effectively with employees and the public; x x

Write clear and comprehensive correspondence; x x

Train, plan, and assist in supervising the work of subordinate employees; x x

Plan and improve methods of securing information. x x

Two years of experience in adjustment, investigation, or analysis of workers compensation claims or three years of experience as a Workers' Compensation Aid is required for Workers' Compensation Analyst. e

Two years of experience at the level of Workers' Compensation Analyst is required for Senior Workers' Compensation Analyst. d

License : Both Classes : A valid California driver's license is required.

Physical Requirements : Both Classes : Strength to perform average lifting up to five pounds and occasionally over 15 pounds; good speaking and hearing ability ; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such h

determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.