

PRINCIPAL WORKERS' COMPENSATION ANALYST, 1777

Summary of Duties : A Principal Workers' Compensation Analyst is responsible for the administration of workers' compensation benefits in cases involving City employees.

Distinguishing Features : A Principal Workers' Compensation Analyst supervises an investigative and clerical staff engaged in workers' compensation activities. An employee of this class has responsibility for making liability determinations, directing the activities of a workers' compensation section in accordance with laws and City policies, and administering the provisions of the Workers' Compensation Act as they apply to employees of the City.

A Principal Workers' Compensation Analyst determines City responsibility toward employees who claim sickness or injury which occur in the course and arising out of their employment. An employee of this class acts as liaison between the City, the Workers' Compensation Appeals Boards, and injured employees. This employee approves payments for salary compensation and medical and other services.

Examples of Duties : Plans, organizes, and directs the work of a group of employees engaged in the investigation of injuries to City employees and the administration of compensation benefits; confers with City attorneys on legal matters involved in the workers' compensation program and in the preparation of cases for presentation to the Workers' Compensation Appeals Board; collects and reviews data on cases involving subrogative rights and appears in court to testify on these cases; collects medical and other pertinent data and prepares documents and evidential reports for presentation to the Appeals Board, attends hearings as a City representative, and testifies as required;

Develops and maintains standards for assumption and denial of liability in workers' compensation cases; determines the existence and extent of City liability; reviews and participates in solving problems involving medical treatment, return to work, and adequacy of treatment for individual employees; arranges for and authorizes examination care, and treatment of compensably injured employees; approves payment of salary compensation, medical, and other employee expenses; makes and settles compromise and release agreements with injured employees subject to City approval; directs and participates in the negotiation for settlement of claims for permanent injury; advises employees or their representatives requesting permanent disability rating and arranges for required medical examinations; advises management of pertinent awards, compromise settlements, and death benefits and prepares resolutions authorizing payment; confers with operating departments or major divisions to coordinate efforts in resolving

problems on workers' compensation cases; directs the compilation of costs and statistical information pertaining to workers' compensation, and interprets pertinent laws and rules to employees; investigates dependency status and administers death benefits;

Selects and trains new employees; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action program; makes reports on activities of the section including office operation and work statistics related to compensably injured employees; supervises the maintenance of files and records; 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; may assist in the preparation of budgetary requirements for the operation of a Workers' Compensation section; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the provisions of the California Workers' Compensation Act concerning occupational injuries including vocational rehabilitation and claims and of legal decisions interpreting the Act; a good knowledge of the jurisdiction, functions, and procedures of the Workers' Compensation Appeals Board; a good knowledge of medical terminology, anatomy, and the care and treatment of occupational injuries and diseases; a working knowledge of the California Vehicle Code, City Ordinances, and laws relating to accidents involving property and persons; a working knowledge of the time normally necessary for rehabilitation following various diseases and injuries; a working knowledge of supervisory principles and practices; a general knowledge of the safety orders and regulations of the California Division of Industrial Safety; a general knowledge of City personnel rules, policies and procedures; a general knowledge of the laws and regulations relating to equal employment opportunities and affirmative action; a general knowledge of memoranda of understanding as they relate to subordinate personnel; the ability to determine the necessity for permanent disabilities and awards; the ability to prepare legal and medical evidence for presentation before the Workers' Compensation Appeals Board; the ability to make prompt and accurate decisions on personal injury claims; and the ability to deal tactfully and effectively with employees, representatives of other governmental bodies, and the public.

Two years of full-time experience as a Senior Workers' Compensation Analyst or in a class which is at least at that level providing full-time experience in Workers' Compensation claims analysis; or three years of full-time experience as a Workers' Compensation Analyst or in a class which is at least at that level providing full-time experience in Workers' Compensation claims analysis is required for Principal Workers' Compensation Analyst.

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

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight. Some of the positions in this class may be filled by persons missing one or both feet and/or legs who wear adequate prosthesis.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such 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.