

WORKER'S COMPENSATION/INSURANCE SPECIALIST  
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Responsible for administering the Worker's Compensation programs and the coordination of components of the various insurance claims program within a municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Town Comptroller, the incumbent performs professional level work that requires judgment and independence in the disposition of Worker's Compensation cases. Responsibilities include analyzing and exposing risks in this area and the loss control programs to reduce injury to employees and financial loss to the municipality. Incumbent is responsible for renewal of Town's liability and casualty insurance program and maintains their policy register(s). Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and evaluates all required forms for Workers Compensation, i.e. injury reports (C-2's), Doctor's reports (C-4's, C-48's);

Pays all medical provider billing and processes indemnity payments to employees when applicable;

Prepares cases for and attends Worker's Compensation hearings for adjudication of cases;

Confers with claimants, physicians, attorneys pertaining to case status;

Monitors the course of medical treatment for claimants, including medical consultant reports;

Implements policies and procedures regarding Worker's Compensation;

Maintains automated records and composes reports pertaining to cases;

Sets up reserves for injury cases and Town's liability;

Develops and maintains budget for Worker's Compensation;

Serves as Chairperson of the Safety Committee; Informs committee of programs and legislation regarding safety as it impacts the Town;

Investigates and makes recommendations for insurance coverage, as needed;

Acts as liaison with insurance consultant and broker;

Maintains policy register of all Town's insurance policies, limitations, coverage, etc.;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains Town's vehicle register and ensures that all employees that drive Town vehicles are certified under the Critical Driver Certification Program administered by the Department of Motor Vehicles;

Assists with loss control inspections to ensure that all violations are corrected.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of Worker's Compensation laws, regulations and rates of payment; good knowledge of the principles, practices, procedures and techniques utilized in planning and conducting confidential investigations; good knowledge of procedures for processing claims, payments and reimbursements; good knowledge of the legal aspects of claims and controverted cases; ability to evaluate the comparability of insurance claims by applying pertinent laws, rules and regulations and applicable facts relevant to the case; ability to collect, interpret and analyze data; ability to communicate clearly and concisely, both orally and in writing; ability to establish effective working relationships with a wide range of medical, professional, administrative and clerical personnel; thoroughness; tact; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a regionally accredited or New York State registered college or university and four (4) years of work experience in Worker's Compensation insurance which involved conducting investigations or analyses of claims, two of which must have been at an administrative, managerial, or professional level; or (b) eight (8) years of work experience, as defined in (a), two of which must have been at an administrative, managerial, or professional level; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York at time of appointment.