

## **CLAIMS ADMINISTRATOR**

Code No.: 3-18-268  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the administration of all aspects of a self-funded workers' compensation plan. Duties involve the performance of a variety of duties ranging from maintaining records to representing the employer at negotiations. The employee reports directly to, and works under the general supervision of a Workers' Compensation Administrator or other higher-level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Examines workers' compensation claims and processes all eligible medical and indemnity claims;

Manages the workers' compensation claims office;

Completes and reviews forms supporting medical statements from employees related to workers' compensation to ensure compliance with the State Workers' Compensation Laws;

Maintains records of employees receiving workers' compensation;

Completes statistical forms and reports required and a monthly accident report mandated by the State;

Assists with inspections and investigations to identify and correct potential problems in work procedures and promote employee safety;

Communicates with employers, claimants, medical providers, attorneys, consultants, and the New York State Workers' Compensation Board;

Represents the employer in negotiations concerning claims.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the New York State Workers' Compensation laws; good knowledge of the principles, practices and tools of an employee safety program; ability to understand and interpret payroll policies on reimbursement methods for workers' compensation; ability to compile data from different sources; ability to prepare clear and concise reports; ability to communicate orally and in writing; organizational ability; ability to establish and maintain effective working relationships with others; ability to complete and review forms and other documents; ability to maintain up-to-date records; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years paid full-time or its part-time equivalent experience in processing workers' compensation claims, or liability and casualty insurance policies; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience as defined in (A) above;

OR,

- (C) An equivalent combination of education and experience as defined by the limits of (A) and
- (B) above.

Monroe County Civil Service Commission

**ADOPTED:** April 21, 1988

**REVISED:** December 3, 2009

**REVISED:** July 9, 2017