

APPLY IN PERSON:

Employment Information Center (8am-5pm, Monday-Friday)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A, San Diego, CA
92101

APPLY BY MAIL TO:

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-
4107

WEBSITE: www.sandiego.gov

24 Hour JOBLINE: (619) 682-1011

CITY OF SAN DIEGO

EMPLOYMENT OPPORTUNITY

#T2652 CLAIMS REPRESENTATIVE I (WORKERS' COMPENSATION)

MONTHLY SALARY: \$3658 to \$4426

APPLICATION FILING PERIOD: FIRST DATE: March 24, 2006 LAST DATE: Open

Please apply promptly. As soon as sufficient applications are received, the application filing period may close within five days. Persons may apply only once during this application filing period.

***NOTES:**

1. These positions receive \$6075 in annual benefits through a cafeteria-style flexible benefits plan which includes health insurance, life insurance, dependent care coverage, and cash back options. The City has PERS reciprocity, and offers 17 days of vacation/sick leave and 11 paid holidays annually, tuition reimbursement, and opportunities to pursue career growth and advancement.
2. There is potential for Career Advancement to Claims Representative II (Monthly Salary: \$4426 to \$5354) upon the satisfactory completion of one year full-time experience as a Claims Representative I.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

EXPERIENCE: Any combination of full or part-time experience which equals one year of full-time professional experience investigating, evaluating, and administering less difficult Workers' Compensation claims covered by California law. Experience working for a third-party administrator, insurance company, or self-insured public agency or private company is qualifying. Professional experience would typically include negotiation or settlement with claimants, and authority for approval of settlements and denial of claims.

HIGHLY DESIRABLE: A Self-Insurance Administrator's Certificate issued by the State of California. (Attach a copy of your certificate with your application.)

LICENSE: A valid California Class C Driver's License may be required at the time of hire.

DUTIES: Investigate, review, evaluate, and administer, Workers' Compensation claims and medical reports; set reserves; file documentation; review and approve medical bills for payment; review accident and injury reports; interview and correspond with claimants, witnesses, and physicians; approve claims or recommend denial; and represent the City at various Workers' Compensation and industrial leave claims actions and hearings.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to

the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

— MAS/March 24, 2006/*Rev. 2 (07-10-07)/Claims Representative I
[Option Title: Claims Representative I (Workers' Compensation)]/Class 1342-A