

APPLY IN PERSON:

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

WEBSITE: www.sandiego.gov/empopp

APPLY BY MAIL TO:

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

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

#T1638 CLAIMS REPRESENTATIVE II (WORKERS' COMPENSATION)

***MONTHLY SALARY: \$4426 to \$5354, effective 07-01-07**

APPLICATION FILING PERIOD: FIRST DATE: January 19, 2001 LAST DATE: Open

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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.

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

EXPERIENCE: Two years of full-time professional experience investigating, adjusting, and settling Workers' Compensation claims, which must include at least one year of full-time experience performing the full range of duties regarding claims covered by California law. NOTE: Experience working in a law office preparing, negotiating, or settling Workers' Compensation claims is NOT QUALIFYING.

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, administer, and settle Workers' Compensation cases; conduct pre-trial investigations and prepare reports; review accident and injury reports; determine and rate employee disabilities; and represent the City at various Workers' Compensation 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/October 20, 1995/*Rev. 12 (06-04-07)/Claims Representative II [*Option Title: Claims Representative II (Workers' Compensation)*]/Class 1343-A