

WORKER'S COMPENSATION ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The Worker's Compensation Analyst is responsible for processing all compensation claims for Broome County departments, participating municipalities and former participating municipalities. The incumbent is responsible for securing information necessary for processing claims and must be conversant with the Worker's Compensation Law in order to answer questions from an employer or claimant. The work is performed under the general supervision of the Manager of Risk and Insurance, with substantial leeway allowed for the exercise of independent judgement and initiative in the performance of these duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and reviews all Workers' Compensation Board notices and initiates action accordingly;

Receives and reviews all Worker's Compensation accounts receivable and initiates action accordingly;

Receives and reviews all medical bills and requests for treatment and determines propriety of same in conjunction with the utilization review vendor reports;

Reviews all decisions in order to comply with the demands of the Court;

Serves as chief liaison with Workers' Compensation Board and Third Party Administrator; all third party administrator's decisions must be authorized by this position;

Provides input for developing management policy and procedures regarding Workers' Compensation;

Carries out management policy and procedures regarding Workers' Compensation and advises County departments, towns and villages accordingly;

Assists in the performance of analytical Workers' Compensation studies to provide management with information necessary to make financial decisions;

Interacts with Third Party Administrators and advises them of appropriate action to take in all work related injuries/occupational diseases;

Identifies suspect claims and refers same to the case integrity unit;

Reviews and maintains reports from the claims adjustment service to insure adequacy of service;

Prepares required reports to the Department of Labor regarding all work-related injuries/incidents;

Consults with medical personnel and authorizes medical treatment;

Assists in the investigation of injury claims;

Prepares loss control information reports and other information as appropriate to capture loss statistics for use in program development as related to Worker's Compensation;

Acts as liaison with advisory committees and officials relative to the safety program;

Represents the County's Workers' Compensation Plan at hearings if qualified with the Compensation Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of safety plans and programs as they relate to County operations;
Good knowledge of pertinent sections of the Occupational Safety and Health Act standards and regulations as well as pertinent rules and regulations of New York State departments;
Working knowledge of loss control methods of primary risk exposures;
Working knowledge of the legal system in relationship to Workers' Compensation;
Ability to make investigations, analyze findings as well as recommend and implement corrective actions;
Ability to understand and interpret complicated/complex written material; i.e. NYS Worker's Compensation Law;
Ability to recognize safety hazards and to work with the County Safety Specialist to increase loss prevention;
Ability to prepare written reports as well as to gather, analyze and evaluate information;
Ability to establish effective working relationships with professional and non-professional individuals;
Ability to express oneself clearly and concisely both orally and in writing;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of experience processing and analyzing Worker's Compensation claims; OR
- B) Graduation from a regionally accredited or New York State registered two year college, business or technical institute and three years experience processing and analyzing Worker's Compensation claims; OR
- C) Graduation from high school or possession of an equivalency diploma and five years experience processing and analyzing Worker's Compensation claims; OR
- D) An equivalent combination as defined within the limits of A), B) and C) above.

R664 07/13/01

COMPETITIVE