

**CLASS TITLE: ASSISTANT ADMINISTRATOR  
STATE EMPLOYEES  
WORKERS' COMPENSATION**

**Class Code: 02536300  
Pay Grade: 37A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the assisting in the overall planning, directing, administering and reviewing of a comprehensive workers' compensation insurance program for State Employees, including claims management, risk management and fraud prevention; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Administrator with considerable latitude to exercise independent judgement and initiative; work is subject to review to ensure conformance with laws, rules, regulations, and established policies.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates, monitors and reviews the work of a subordinate staff of professional, technical and clerical personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for assisting in the overall planning, directing, administering and reviewing of comprehensive workers' compensation insurance program for State Employees, including claims management, risk management and fraud prevention.

To assist in overseeing the operations of the Workers' Compensation Fraud Prevention function in formulating and implementing a state plan to reduce and prevent fraudulent claims consistent with the provisions of said Act.

To prepare data for use of the Attorney General's Office in the prosecution of violations of the Act.

To act as Administrator in the absence of the Administrator.

To assist in the administrative direction of a staff of claims personnel engaged in the examination of, or preparation and processing of, State Workers' applications for benefits payable under the Act including all supportive documents and forms related thereto, Reports of Injury, Memos of Agreements, Suspension Agreements, Workers' Compensation Schedules, and all computer forms related thereto, for injury claims arising out of and in the course of employment in accordance with the provisions of the Act.

To develop and administer the various risk management programs and activities throughout state agencies.

To validate all forms of Agreements and Suspension Agreements approved by claims personnel; and, as required, to order the making of investigations to determine whether or not compensation paid for disability, death or occupational disease is in accordance with the amount and manner required by the Act.

To be responsible for the data entry function involving the processing of all claim application forms, supportive documents and related computer forms as well as the preparation of a variety of informational gathering and data collection reports for state and federal governmental agencies.

To provide advice relative to the administration of the provisions of the Act; and to appear before legislative committees and/or hearings relative to the administration of the Act and/or proposed legislation involving amendments thereto.

To interpret various provisions of the Act to the public, labor officials and organizations, and to employees and employer groups.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the Workers' Compensation Act and the ability to apply such knowledge in the administration of a risk management and claims processing program for State Employees; a working knowledge of the Workers' Compensation Fraud Prevention function; a working knowledge of an office data processing computer system as it relates to processing claim application forms, supportive documents, related computer forms and the preparation of reports; the ability to plan, organize, supervise and review the work of a staff of professional, technical, data processing and clerical personnel; the ability to interpret the various provisions of the Act to the public, labor officials and organizations, and employee and employer groups; the ability to develop and prepare materials for amendments to the Act; the ability to assemble and prepare evidence for the Attorney General's Office in the prosecution of violations of the Act; the ability to establish and maintain an effective working relationship with other departmental officials, legislative committees, labor officials and organization, employees and employer groups, insurers and self-insurers, and the general public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business administration, management, economics or closely related fields; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory capacity related to the administration and coordination of a major Workers' Compensation Insurance function, such as claims management, risk management or fraud prevention.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: 2-1-1998

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