

**CLASS TITLE: SELF-INSURANCE HEARING OFFICER
DEPARTMENT OF LABOR AND TRAINING**

Class Code: 02536200

Pay Grade: 33A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan organize and conduct self-insurance hearings in accordance with the Worker's Compensation Act and as governed by the policies, procedures, rules and regulations of the Department; to render preliminary findings thereon or decisions as delegated by the Director and/or Administrator on initial, renewal or other matters requiring a hearing; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is subject to review upon completion for conformance with departmental policies, rules, regulations and provisions of the Workers' Compensation Act, specifically the self-insurance section.

SUPERVISION EXERCISED: Supervises and reviews the work of a subordinate staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize and conduct hearings in accordance with self-insurance section of the Workers' Compensation Act and as governed by the policies, procedures, rules and regulations of the Department; and to render preliminary decisions thereon for the Director and Administrator.

To explain to those persons appearing for such hearings the rules, regulations, policies and provision of the Workers' Compensation Act and their rights under the self-insurance procedures; to assist in classroom education of self-insured.

To ensure hearings are conducted in a fair and orderly manner.

To analyze and evaluate pertinent case information and make evaluations and conclusions thereon for possible approval by the Director of a self-insurance plan.

To prepare written reports and recommendations concerning workers' compensation and activities of a self-insured and alternative schemes for the Director and Administrator.

To do on site inspections and to analyze and periodically review financial arrangements, trusts surety, claims functions, rehabilitation planning and other components of a self-insured.

To conduct audits of self-insured, surveys and classifications at the direction of the Administrator; to act for the Administrator as needed in self-insurance functions.

To assist the Administrator in assessments and collections of same.

To assist the Administrator in advising Brokers, Risk Managers, Adjusters and other interested persons in the use of self-insurance for RI Workers' Compensation.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge and understanding of the Rhode Island Workers' Compensation Act; a thorough knowledge of the principles, practices and procedures of workers' compensation hearings and the ability to make decisions based upon the facts presented at such hearings; the ability to establish and maintain effective working relationships with all parties involved including injured workers, employers, insurance carriers and other interested parties; the ability to prepare reports; ability to assist brokers, adjusters rehab specialists and other interested parties to RI Workers' Compensations self-insurance programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession degree with specialization in labor relations or insurance; and

Experience: Such as may have been gained through: employment in a responsible capacity involving the analysis, evaluation and application of the Workers' Compensation laws, rules, regulations and provisions as they related to claim determinations; or employment in conducting quasi hearing related to claims determinations; the evaluation of self-insured statues, risk management or similar expertise.

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

Class Created: 12-13-1992

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