

CLASS TITLE:

**WORKERS' COMPENSATION
CLAIMS INVESTIGATOR**

Class Code: 02534300

Pay Grade: 22A

EO Code: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct investigations, including subrosa investigations, of reports of personal injury or illness arising out of and in the course of employment, and the claims and settlements thereof, for the purpose of determining compliance with the provisions of the Workers' Compensation Act; to derive statistical data from such reports; to prepare cases for hearings and trials under the direction of superiors and attorneys; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior who makes specific assignments with latitude for the exercise of independent judgement; work is reviewed through reports for accuracy and conformance to procedures and the provisions of the Act.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To investigate reports of personal injury or illness, arising out of and in the course of employment, for the purpose of determining compliance with the provisions of the Workers' Compensation Act.

To investigate and report upon the claims and settlements of such injuries or illnesses for the state.

To investigate claims for the payment of medical, surgical, dental, optical and other attendance or treatment, nurse and hospital service, medicines, crutches and apparatus that are required in order to cure, rehabilitate or relieve the employee from the effects of injury or illness.

To investigate claims for payments of weekly compensation benefits to an injured employee of total or partial incapacity, to an injured employee's dependents, and to an injured employee who has lost the use of bodily member or portion thereof, sight or hearing.

To recommend the approval or disapproval of the above claims.

To period review cases where a claim or settlement has been approved to determine any change in the status of the disability or injury.

To interview claimants, co-workers and others having information pertaining to various claims.

To prepare material and data for and to testify at hearings and trials including prosecution for violations of the Act by state employees.

To make investigations to determine whether compensation paid for disability death or occupational disease is in accordance with amount and manner as required by the Act.

To derive statistical data from reports, and to compile daily, weekly and monthly data and material on reports and incidences as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of investigation techniques, procedures and methods and the ability to apply such knowledge in the handling of a claims program for industrial and governmental employees; a working knowledge of the basic rules of legal evidence and the ability to assemble and prepare material which is acceptable in hearings and trials; the ability to review claims and reports dealing with reports of injury and illness, medical treatment and disability; the ability to prepare statistical data and reports based upon the review of reports of injury, claims, settlements and other related materials; the ability to ascertain facts by observation and the examination of reports; the

ability to establish and maintain effective working relationships with employer groups, insurers, self-insurers, the public and departmental employees; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and
Experience: Such as may have been gained through: employment in a responsible investigative or technical capacity involving a claims investigation and processing program such as workers' compensation, unemployment compensation, federal claims, insurance claims or other comparable claims processing programs.

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

Class Created: July 15, 1984

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