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# Example of Workers Compensation Job Description

Our company is searching for experienced candidates for the position of workers compensation. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for workers compensation

* Participate in budget preparations and monitor expenditures
* Supervises, hires, and reviews work of unit’s managers and attorney
* Leads staff in the review of work processes and the introduction of new initiatives
* Serves as the subject matter expert on claims administration
* Reviews incoming cases with case managers and other employees in the office to make decisions on paying or denying claims to ensure that eligible claimants receive benefits in a timely manner pursuant to applicable law
* Oversees legal activities and represents the City at Department of Industrial Accidents (DIA) and state courts in all phases of litigation
* Signs letters directing payment, modification or termination of workers' compensation claims
* Prepares lien letters in cases involving a third-party action
* Oversees communication with City departments regarding the progress and outcome of active cases and the coordination of return to work efforts
* Acts as liaison between Benefits, Payroll, Legal, and Safety to coordinate services, improve workflow and streamline the processing of claims

## Qualifications for workers compensation

* Advanced understanding of terms and concepts relevant to Workers compensation practices in multiple states
* Meets with OHR senior management to discuss initiatives and advocate for the program
* Works with the Department of Information Technology to insure state of the art IT support to the workplace processes and reporting mechanisms of the Workers’ Compensation Unit
* Completes and files all necessary documents with the appropriate state agencies to ensure legal compliance with all applicable laws to allow the City to operate a preferred provider arrangement
* Oversees the maintenance of unit’s records and files
* Oversees the preparation of data metrics and reports of unit’s activities to determine patterns in workers' compensation cases including time from receipt of claims to determination and first check, length of litigation, length of absences, types of injuries by department