

DUTY STATEMENT



☒ **CURRENT**

☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Workers' Compensation Consultant		WORKING TITLE Workers' Compensation Consultant		
PROGRAM NAME Division of Workers' Compensation			UNIT NAME DEU	
ASSIGNED SPECIFIC LOCATION Riverside			POSITION NUMBER 400 – 658-9210-418	
BARGAINING UNIT 1	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of a DEU Supervisor (Supervising Workers' Compensation Consultant,) the Workers' Compensation Consultant (WCC) is responsible for issuing summary, consultative and formal permanent disability ratings, and calculating commutations involving present value of future permanent disability indemnity. This is a full journey level position and the wee DEU rater is expected to calculate ratings and commutations of high complexity. The WCC DEU rater functions as an expert resource to the workers' compensation community on permanent disability rating and commutation calculations.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
30	Determine the percentage of permanent disability on litigated cases in the form of consultative ratings where the ratings require review of the WCAB file contents including medical reports, depositions, job analyses and the Application for Adjudication of Claim; ratings may also require consultation with and/or mediation between injured workers, claims examiners, applicant's and defense attorneys, I&A officers and workers' compensation judges (WCJ).
30	Determine the percentage of permanent disability on non-litigated cases in the form of summary or ratings; make additional determinations regarding factors of disability, occupation, earnings, and need for future medical care where ratings are based on application of the appropriate Permanent Disability Rating Schedule, policies of the Disability Evaluation Unit and are subject to the administrative reconsideration process.
20	Determine the percentage of permanent disability on litigated cases in the form of formal ratings where the ratings constitute evidence as to the percentage of disability based on the factors of disability described by the workers' compensation judge; testify at WCAB hearings as an expert witness on permanent disability. Apportion disability between multiple injuries and/or to pre-existing disabling conditions as required by a WCJ.

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	Calculate the present value of fixed annuities (permanent disability) and lifetime annuities (Life pension) at parties request or as directed by Workers' Compensation Judge for the purpose of paying attorney fees and/or paying lump sum benefits to an injured worker.
15	Explain the basis of permanent disability ratings to attorneys, judges, claims adjusters and injured workers. Maintain statistical records of work received, performed and pending; participate in survey of inter-rater consistency and other statistical studies as required. Attend regional and statewide meetings of the Disability Evaluation Unit or Division of Workers' Compensation.
Percentage of Time Spent	Marginal Job Functions
5	Assist in clerical duties in the processing of rating requests including scanning documents and case make up in the computer, serving ratings and processing mail; the time spent on clerical duties will vary depending on degree of clerical support.

Conduct, Attendance, and Performance Expectations

Must adhere to DIR policies, rules, and procedures, submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner, accurately and timely submit time sheets. Ensure that decisions and job actions are technically sound, and consistent with department goals and procedures.

This position requires maintenance of consistent and regular attendance, effective oral and written communication, ability to deal effectively with workers' compensation community including claims personnel, attorneys, injured workers, and co-workers. Requires that confidentiality of sensitive documents be maintained, develops and maintains knowledge and skills related to completion of essential tasks, and completes assignments in a timely and effective manner while adhering to departmental policies and procedures.

Supervision Received

The WCC (DEU rater) is supervised by DEU Supervisor (Supervising WCC), but may also receive direction from the Presiding Workers' Compensation Judge in the office assigned, or the DEU manager.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

Works in a cubicle environment in an office setting with artificial light and temperature control. Is

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required to work on a computer for email communication, inputting permanent disability reports, and reading documents on a computer screen such as medical reports and rating requests.

Special Requirements/Other Information

Must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside DIR to complete work assignments. Must exercise the ability to independently make decisions. Must be able to use internet, email, Permanent Disability Rating schedule, and have expert knowledge in the application of the AMA Guides, possess analytical skills to take information in medical reports in order to calculate and issue permanent disability ratings.

Physical Abilities

The position requires the ability for prolonged sitting and to work at a computer for extended periods of time and to move and transport office items in a safe manner.

Additional Requirements/Expectations

Must be able to cooperatively work with staff at all levels both within and outside the department and to be able to communicate effectively in order to complete work assignments. Travel required.

Personal Contacts

Must be able to cooperatively work with staff at all levels both within and outside the department and to be able to communicate effectively in order to complete work assignments. Travel required.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date

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☒ **CURRENT**

☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Workers' Compensation Assistant		WORKING TITLE Workers' Compensation Assistant (DEU Rater)		
PROGRAM NAME Division of Workers' Compensation			UNIT NAME DEU	
ASSIGNED SPECIFIC LOCATION Riverside			POSITION NUMBER 400 – 658-9491-xxx	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of a DEU Supervisor (Supervising Workers' Compensation Consultant,) the Workers' Compensation Assistant (WCA) is responsible for issuing summary and consultative permanent disability ratings, and calculating commutations involving present value of future permanent disability indemnity. The WCA position is the first journey level rater position and will perform the following duties listed below.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
40	Determine the percentage of permanent disability on litigated cases in the form of consultative ratings where the ratings require review of the WCAB file contents including medical reports, depositions, job analyses and the Application for Adjudication of Claim; ratings may also require consultation with and/or mediation between injured workers, claims examiners, applicant's and defense attorneys, I&A officers and workers' compensation judges (WCJ).
30	Determine the percentage of permanent disability on non-litigated cases in the form of summary or ratings; make additional determinations regarding factors of disability, occupation, earnings, and need for future medical care where ratings are based on application of the appropriate Permanent Disability Rating Schedule, policies of the Disability Evaluation Unit and are subject to the administrative reconsideration process.
25	Explain the basis of permanent disability ratings to attorneys, judges, claims adjusters and injured workers Maintain statistical records of work received, performed and pending; participate in survey of inter-rater consistency and other statistical studies as required Attend regional and statewide meetings of the Disability Evaluation Unit or Division of Workers' Compensation Apportion disability between multiple injuries and/or to pre-existing disabling conditions as required by a WCJ

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	Calculate the present value of fixed annuities (permanent disability) and lifetime annuities (Life pension) at parties request or as directed by Workers' Compensation Judge for the purpose of paying attorney fees and/or paying lump sum benefits to an injured worker
Percentage of Time Spent	Marginal Job Functions
5	Assist in clerical duties in the processing of rating requests including scanning documents and case make up in the computer, serving ratings and processing mail; the time spent on clerical duties will vary depending on degree of clerical support.

Conduct, Attendance, and Performance Expectations

Must adhere to DIR policies, rules, and procedures, submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner, accurately and timely submit time sheets. Ensure that decisions and job actions are technically sound, and consistent with department goals and procedures.

This position requires maintenance of consistent and regular attendance, effective oral and written communication, ability to deal effectively with workers' compensation community including claims personnel, attorneys, injured workers, and co-workers. Requires that confidentiality of sensitive documents be maintained, develops and maintains knowledge and skills related to completion of essential tasks, and completes assignments in a timely and effective manner while adhering to departmental policies and procedures.

Supervision Received

The WCA (DEU rater) is supervised by DEU Supervisor (Supervising WCC), but may also receive direction from the Presiding Workers' Compensation Judge in the office assigned, or the DEU manager.

Supervision Exercised

N/A

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

Works in a cubicle environment in an office setting with artificial light and temperature control. Is required to work on a computer for email communication, inputting permanent disability reports, and reading documents on a computer screen such as medical reports and rating requests. Works with documents containing confidential information and is expected to maintain confidentiality of said documents.

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Special Requirements/Other Information

Must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside DIR to complete work assignments. Must exercise the ability to independently make decisions. Must be able to use internet, email, Permanent Disability Rating schedule, and have expert knowledge in the application of the AMA Guides, possess analytical skills to take information in medical reports in order to calculate and issue permanent disability ratings.

Physical Abilities

The ability to use a computer, telephone, and other office equipment such as copies and scanners is necessary. The position requires the ability for prolonged sitting and to work at a computer for extended periods of time and to move and transport office items in a safe manner. Some travel may be required to other district offices as well as to attend meetings and/or training.

Additional Requirements/Expectations

Must be able to maintain appropriate confidentiality at all times to sensitive data contained in documents. Must be able to cooperatively work with staff at all levels both within and outside the department and to be able to communicate effectively in order to complete work assignments.

Personal Contacts

Will have contact with staff at all levels within the department as well as external stakeholders in the Workers' Compensation community and with injured workers.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date

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