

DUTY STATEMENT



☒ **CURRENT**
☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Workers' Compensation Consultant		WORKING TITLE Workers' Compensation Consultant		
PROGRAM NAME Division of Workers' Compensation			UNIT NAME District Office	
ASSIGNED SPECIFIC LOCATION Sacramento			POSITION NUMBER 400 – 793-9210-061	
BARGAINING UNIT 1	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the Supervising Workers' Compensation Consultant (SWCC), the Workers' Compensation Consultant is responsible for the case management of their files. The incumbent reviews all pertinent documents relative to their caseload and determines the course of action each file will require in order to achieve closure or settlement. Specific duties include, but are not limited to:

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%	Click or tap here to enter text. Handles a caseload of Subsequent Injuries Benefits Trust Fund (SIBTF) injury claims; reviews and takes action on incoming mail; investigates issues of injury AOE-COE, employment, nature, extent, and duration of disability, earnings, apportionment, pre-existing disability, need for medical treatment, etc.; initiates investigation using an outside vendor; prepares case rebuttal with a Defense Qualified Medical Examiner and/or a Defense Vocational Rehabilitation Expert; initiates orders of dismissal for submission to WCAB; identifies and obtains medical records, examinations, and reports needed on assigned cases; files and serves medical reports; adjusts the applicant's claim and authorizes the payment of workers' compensation benefits and litigation expenses; identifies when legal representation is needed on a case and if a case has subrogation potential and refers the case to the Legal Unit; prepares worksheets to analyze cases and to balance payments on cases; identifies cases ready for administrative resolution and evaluates the settlement value of such cases; negotiates settlements up to \$100,000 without supervisory approval and over that amount with supervisory approval; prepares Compromise and Release or Stipulation settlements for submission to the WCAB; reviews awards affecting and establishing SIBTF liability and requests clerical correction from the WCAB or appeal by the Legal Unit as needed; communicates with claimants, employers, insurance carriers, attorneys, medical provider, vocational rehabilitation experts, investigators etc.; refers case files for closure.

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20%	Calculates social security/pension/long-term disability offset against SIBTF benefits. Be able to calculate for Permanent Disability rating to include apportionment and SIBTF offset.
20%	Process bills for payment and negotiates liens with vendors and medical providers; coordinates payments with the medical bill review vendor; may be called upon to testify in administrative hearings at the WCAB. Documents cases in EAMS with memoranda of calls, investigation results, and information justifying adjustment decisions and actions recommended or taken; submits all documents for scanning in EAMS.
15%	Submits monthly/periodic performance report regarding case settlements, case closures, lien settlements, status of complex cases, fraud, and other reports that may be required by the SWCC. Helps train and provides functional guidance to less experienced staff.
Percentage of Time Spent	Marginal Job Functions
5%	Perform other job related duties as assigned to fulfill the operational needs of the DIR, DWC and the DWC SIBTF Unit. This includes but is not limited to assisting with DWC conferences and training programs, and the annual COLA project.

Conduct, Attendance, and Performance Expectations

The State of California adheres to a number of laws and policies that are designed to promote a safe, comfortable, and professional work environment for all employees. As a state employee you are responsible for arriving at and leaving work at the times agreed upon by your supervisor, including returning on time after lunch and break periods. You are expected to behave courteously and responsibly at all times. Remember that the image of an organization rests upon the behavior of the employees who represent it. You and your supervisor will participate in the regular employee appraisal process throughout your career. This gives you and your supervisor an opportunity to discuss your job performance and career development.

Supervision Received

The Workers' Compensation Consultant is supervised by the Supervising Workers' Compensation Consultant but may also receive direction from the Staff Services Manager II.

Supervision Exercised

None.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional

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Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in a cubicle environment in an office setting with artificial light and temperature control. The incumbent is required to work extensively on the computer as necessary for email communication, research, caseload management, drafting settlements and necessary documents, and other purposes.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels, both within and outside, of DIR to complete work assignments related to case management. The incumbent must exercise the ability to independently make decisions and perform actions that are required with their cases. The incumbent must demonstrate the ability to use email, desktop applications, and any other software to complete tasks

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

The incumbent must be able to maintain appropriate confidentiality with medical records. The incumbent must be dependable and have the ability to work cooperatively with staff at all levels, both within and outside the Department. The incumbent must have the ability to communicate effectively in order to complete work assignments.

Personal Contacts

The incumbent has contact with staff at all levels within the Department, as well as external stakeholders such as Applicant Attorneys, claimants, medical providers, and others that may have pertinent information on cases.

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.

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Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date