

Minimum Qualification Specifications
for the Class:

WORKERS' COMPENSATION CLAIMS PROCESSING SUPERVISOR
(WKRS' COMP CLAIMS PRCSSG SUPVR)

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the General Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the paragraphs below, or any equivalent combination of training and experience:

General Experience: Three and one-half (3-1/2) years of technical, investigative, administrative or other responsible work experience which required the knowledge and application of laws and regulations concerning workers' compensation. Such experience must have demonstrated the ability to gather facts, evaluate and analyze data, interpret laws, rules and regulations; and communicate effectively both orally and in writing.

Supervisory Experience: One (1) year of supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance. This experience may have been gained concurrently with the General Experience.

Non-Qualifying Experience

Clerical work experience, although it is in the field of workers' compensation, is not qualifying.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class WORKERS' COMPENSATION CLAIMS PROCESSING SUPERVISOR (WKRS' COMP CLAIMS PRCSSG SUPVR) which were approved on October 31, 1983.

Date Approved: 3/7/16

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