

SENIOR WORKERS' COMPENSATION ANALYST

Class Code: 1769

Open Date: 05-10-24

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$96,006 to \$140,376

The salary in the Department of Water and Power is \$134,884 to \$142,401.

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.
3. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.**

DUTIES

A Senior Workers' Compensation Analyst analyzes claims for workers' compensation benefits; confers with and advises concerned parties and agencies; assigns, reviews, and evaluates the work of professional employees investigating, analyzing, and providing appropriate benefits for such claims; applies sound supervisory standards and techniques in building and maintaining an effective work group.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. Two years of full-time paid experience as a Workers' Compensation Analyst or Senior Claims Representative with the City of Los Angeles; **or**
2. Three years of full-time paid experience as a workers' compensation analyst or in a position at that level administering indemnity claims, investigating and adjusting workers' compensation claims.

PROCESS NOTES

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Prior to appointment, all Senior Workers' Compensation Analyst candidates must possess a "Self-Insurance Administrator's Examination Certificate of Achievement" issued by the State of California (per California Code Regulations Section 15452).
3. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity>.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by THURSDAY, MAY 23, 2024.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the selection process in the following order: 1) Los Angeles City promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs based on a random sampling of those qualified candidates. Applications submitted during the filing period may be kept on file in the event that additional applicants need to be tested to meet hiring needs.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <https://per.lacity.org/faqs/employment-testing-process.html>

SELECTION PROCESS

Examination Weights:	Essay	Advisory
	Interview100%

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, the following competencies may be evaluated: Judgment and Decision Making; Analytical Ability; Supervision; Interpersonal Skills; Oral Communication; Written Communication; Job Knowledge, including knowledge of: City and/or State policies and procedures as they apply to workers' compensation benefits and the processing and reporting of workers' compensation claims; the California State Labor Code as it relates to self-insured administrators, Workers' Compensation Appeals Board (WCAB) procedures, safety, and relevant legal decisions; Appellate and Supreme Court decisions related to matters such as injuries and illnesses incurred to and from work, employers' rights to subrogation, and apportionment; the rules of the Workers' Compensation Appeals Board (WCAB); the care and treatment of occupational injuries and illnesses as it applies to estimating the time required for treatment and/or rehabilitation, and for recommending appropriate medical referrals; the application of apportionment, including relevant case laws; the Permanent Disability Rating System; the Utilization Review (UR) process; and other necessary knowledge, skills, and abilities.

Additional job analysis information can be obtained by going to <https://per.lacity.org/jobs/job-analyses.cfm> and clicking on Competencies under Senior Workers' Compensation Analyst.

Prior to the interview, candidates will be required to prepare some written material related to the duties and responsibilities of a Senior Workers' Compensation Analyst. This essay material will not be separately scored, but will be presented to the interview board for review and consideration, which may include discussion, in the overall evaluation of the candidate. Those who do not complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination. To be considered complete, the advisory essay must include a substantive response for each question or problem included in the advisory essay for which a candidate is required to provide an answer. Please note that candidates must complete the advisory essay and meet the minimum qualifications as stated on this bulletin in order to be considered further in the examination process.

The advisory essay will be administered on-line. Candidates invited to participate in the examination will receive an e-mail from the City of Los Angeles outlining the specific steps needed to complete the on-line advisory essay. Candidates will be required to complete the on-line advisory essay between **MONDAY, JULY 8, 2024 and MONDAY, JULY 15, 2024**. Candidates who fail to complete the advisory essay as instructed may be disqualified.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which may be held in Los Angeles or on-line. It is anticipated that interviews will begin during the period of **AUGUST 5, 2024 to AUGUST 16, 2024**.

NOTES:

1. This examination is based on a validation study.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
3. Applications are accepted subject to review to ensure that the minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
5. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
6. A final average score of 70% or higher is required to be placed on the eligible list.
7. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.
8. If in accordance with the Rule of Three Whole Scores all candidates are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidate's City employment application by Personnel Department staff to ensure that the minimum qualifications have been met.
9. For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at: https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position. All City employees are required to be Disaster Service Workers.

THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND OPEN COMPETITIVE BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.