

## **WORKERS' COMPENSATION ADMINISTRATOR**

**Salary: \$13,505 - \$16,735/month, 37.5-hr work week**

**Your Port. Your Community. Your Career.**

When you join the Port of Oakland, you become part of a proud local legacy, an organization that touches virtually every resident with its services and programs. The Port of Oakland oversees the Oakland seaport, Oakland International Airport and 20 miles of waterfront. The Oakland seaport is in the top 10 busiest container ports in the U.S.; Oakland International Airport is the second largest San Francisco Bay Area airport offering over 300 daily passenger and cargo flights; and the Port's real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas.

The Port is currently recruiting for the position of **Workers' Compensation Administrator**. Under direction, the Workers' Compensation Administrator administers, monitors and supervises the investigation and settlement of Workers' Compensation claims involving the Port of Oakland to ensure that cost containment controls are enacted and claims are processed in an efficient and judicious manner.

### **Typical duties may include, but are not limited to the following:**

- Confers with physicians, insurance adjusters, investigators, consultants and subject matter experts to recommend settlement of Workers' Compensation claims.
- Analyzes statistics and costs to monitor Port's performance and develop progress review reports.
- Arranges for medical consultation evaluations and authorizes elective surgery procedures.
- Makes recommendations for cost reductions to the Human Resources Director.
- Identifies serious cases and coordinates research support as needed.
- Works with the Principal Safety Administrator, recommending and developing accident/injury prevention training programs for Port employees based on frequency and severity of reports.
- Works closely with the Port Attorney's office or outside counsel to assist with litigated claims.
- Reports all suspected fraudulent Workers' Compensation claims to the District Attorney's Office and Department of Insurance Fraud Bureau as required by the Labor Code.
- Develops annual cost analysis reports and recommends the Workers' Compensation claims budget to the Human Resources Director.
- Maintains a system of claims storage, maintenance and retrieval.
- Develops and writes policies and procedures regarding Workers' Compensation claims.
- Supervises, trains, directs and evaluates support staff.
- Performs other related tasks as assigned.

### **Minimum Qualifications:**

This examination is open to persons who have a combination of education and experience that would reflect possession of the required knowledge, skills and abilities for the position. A typical combination would include the following:

**Education:** A Bachelor's degree from an accredited college or university in Business Administration, Insurance or a related field.

**Experience:** Five years of increasingly responsible experience in the claims adjusting field, of which two years must be in a first line supervisory capacity.

**Licenses:** Possession of a valid California Workers' Compensation Self Insurance Administrator's License within the first year and for the duration of appointment.

**Additional Requirements:** The Port of Oakland requires each incumbent to successfully complete a Transportation Security Administration ("TSA") background check, which will include a fingerprint-based Criminal History Records Check ("CHRC") and a Security Threat Assessment ("STA"), prior to being considered for this position. This status must be maintained for the duration of employment at the Port.

**Required Knowledge, Skills & Abilities:**

Knowledge of Labor Code of California as it pertains to Workers' Compensation and principles of tort law; practices and procedures before the Workers' Compensation Board and the Vocational Rehabilitation Bureau; medical and legal terminology utilized in the Workers' Compensation arena, including Labor Code 132A; subrogation and vocational rehabilitation; principles and practices of supervision, and developing and maintaining records storage and retrieval systems.

Ability to communicate effectively with employees, managers, directors, industry professionals and the general public; operate and apply word processing, spreadsheet, and database software; prepare clear, concise and complete reports, presentations, correspondence and other related documents, communicate effectively both orally and in writing, conduct general analysis pertaining to claims cost containment; prepare accurate and factual investigative reports, and organize and delegate assignments to support staff.

The Port's compensation and benefit program ranks among the best in the region for public jurisdictions and is designed to reward performance and promote a balanced lifestyle, both at the workplace and away from the workplace, for our employees and their families. The Port is committed to the health and well-being of its employees and has been recognized as a FIT-Friendly Employer by the American Heart Association. We offer a comprehensive benefit package, including medical, dental, vision, life insurance, 457 plan and paid leave.

To apply for this exceptional opportunity, view supplemental questions and/or obtain more details, please visit us at <https://www.portoakland.com/business/job-center/>. **Apply by July 7, 2022 at 5:00 PM.**

Equal Opportunity Employer