

WORKERS' COMPENSATION ANALYST
Oakland, CA
Salary: \$9,946 - \$12,323/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 Analyst**. The current vacancy is in the Human Resources Department. Under general supervision and in accordance with the laws established by the State of California, the Workers' Compensation Analyst analyzes, processes and reviews the Workers' Compensation claims involving the Port of Oakland.

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

- Reviews Workers' Compensation claim files, investigates claims, determines compensability and documents decisions regarding claims.
- Coordinates and monitors vocational rehabilitation, including, but not limited to the following: monitors the 90-day QRR medical evaluation; acts as the liaison between the Port, the Vocational Rehabilitation counselor, and the injured employee; attends all informal and formal conferences; files required documentation with the Office of Benefit Determination, Rehab Unit.
- Determines employee eligibility for temporary disability and permanent disability benefits and processes payments.
- Maintains contact with injured workers; monitors the status of Workers' Compensation cases to determine return to work status; provides supervisors and managers with their continuing disability status.
- Provides research support to the Port Attorney in the event of litigation.
- Assists divisions with resolving questions and issues pertaining to workers' compensation claims. Provides employees with information on Workers' Compensation benefits.
- Ensures that appropriate benefits are paid.
- Sends out all required state mandated notices; reports all claims to the Index Bureau.
- Performs related duties as assigned.

Minimum Qualifications:

Education: Possession of a Bachelor's degree with major course work in business administration, public administration or a related field.

Experience: Three years of directly related experience in claims review.

Certificate: An Insurance Education Association (IEA) certificate is desirable.

Licenses: Possession of a valid California Workers' Compensation Self-Insurance Administrator's License within the first year and for the duration of appointment. Must also possess a valid California Class C driver's license at the time and for the duration of appointment.

Required Knowledge, Skills & Abilities:

Knowledge of Labor Code of the State of California; Workers' Compensation laws and related court cases in California; Investigative procedures and settlement techniques; large scale claims management programs; Principles and practices of project planning, monitoring and evaluation; Statistical and analytical techniques; Contract development and negotiations; Medical and legal terminology and medical service specialties; State and Federal ADA laws; Computer hardware and software.

Ability to Analyze data and make appropriate recommendations; Prepare clear, concise, and complete reports, correspondence, and other written documents; Communicate effectively both orally and in writing; Organize work and coordinate and prioritize several concurrent projects; Interpret and apply medical and legal terminology to claim outcomes; Organize conflicting work priorities while coordinating multiple projects with deadlines; Make decisions and problem solve under stressful conditions; Demonstrate leadership and flexibility.

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 September 18, 2023 at 5:00 PM.**

Equal Opportunity Employer