



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WORKERS COMPENSATION SPECIALIST

Job Number: 20000910

Job Code: 37940V201016

Job Group: 3700 - INDUSTRIAL COMPENSATION & INSP

Job Established: 12/16/1996

Job Revised: 10/16/2020

Grade: 15	<u>Salary (MIN - MID):</u>	<u>Special Entrance Rate:</u>
	\$21.473-\$31.812 - Hourly	NONE
	\$3,489.38-\$5,169.46 - 37.5 Hr. Monthly Salary	NONE
	\$3,722.00-\$5,514.08 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides assistance to the public in answering inquiries pertaining to Workers Compensation laws and regulations and assists workers in gathering information and completing claim benefit forms and other departmental forms; and performs other duties as required. OR provides assistance to the Chief Administrative Law Judge pertaining to Workers Compensation laws and regulations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Must have four years of professional administrative experience in worker's compensation, the administration, processing, and/or adjusting of workers compensation claims or medical claims, or legal or paralegal work in the preparation, administration or processing of workers compensation cases.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in the above areas will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license to qualify for appointment in this classification. Must maintain any required

licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as a resource person for employees, employers, the medical community, vocational and rehabilitation personnel, insurance carriers and self-insurers. Informs citizens of rights and obligations under workers compensation law and administrative regulations. Investigates citizen complaints. Assists workers in the gathering of information and in the completion of applications for benefits under the Workers Compensation Act. Communicates with employers, employees, the medical community and the legal community to collect and disseminate information pertinent to workers compensation injury claims. Conducts random audits of claim files to determine whether or not proper procedures have been observed. Contacts medical providers, hospitals, insurance carriers, employers, witnesses and other parties to assemble documentation necessary for workers compensation claims determination. Conducts interviews with employees, employers, medical providers, insurance carriers, witnesses and others in person and by electronic carriers. Provides intervention for parties to facilitate communication or the exchange of information so as to expedite the speedy delivery of benefits. Makes recommendations concerning workers compensation policy. Serves as a liaison with physicians, arbitrators and others in the public and private sector on the administration of workers compensation programs. Examines and researches Workers Compensation laws and regulations to provide consultative assistance to Chief Administrative Law Judge and staff. Provides documentation for the Chief Administrative Law Judge and staff to facilitate the communication of various dockets and hearing information to expedite the speedy delivery of services to claimants. Serves as a liaison with claimants, employers, insurers, attorneys and others in the public and private sector on the administration of the workers compensation hearing process

UNIQUE PHYSICAL REQUIREMENTS:

Work requires lifting file boxes in excess of twenty-five pounds.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting but will occasionally require travel throughout the state.

ADDITIONAL REQUIREMENTS:

ADDITIONAL REQUIREMENTS: Upon appointment, employees in this class may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job title maybe required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.