CITY OF OCEANSIDE
EMPLOYMENT OPPORTUNITY

CLAIMS OFFICER

Exam No. 12-08

Salary Range: $4,699 – $6,003 Month

THE CITY OF OCEANSIDE IS AN EQUAL OPPORTUNITY EMPLOYER.
QUALIFIED MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.

THE POSITION: The City of Oceanside is establishing an eligibility list for Claims Officer. There is currently one opening in the Risk Management Division, Human Resources Department. The Claims Officer reviews, analyzes, investigates and processes workers' compensation claims; interviews claimants and witnesses; initiates required paper work and forms; determines compensability and authorizes medical treatment and benefit payments; monitors medical treatment for appropriateness and employee compliance; negotiates and recommends claim settlements; establishes claim reserves; analyzes medical reports to determine temporary disability and permanent disability rating; compiles information and recommendations for industrial disability retirement; prepares claim status information for monthly departmental meetings; composes correspondence to employees, doctors, attorneys and other entities; compiles and prepares required forms and reports according to State statutes and guidelines; attends settlement and pre-trial conferences at the Workers' Compensation Appeals Board; maintains confidential claim files; performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS:

Experience: Minimum of two (2) years of recent experience reviewing, processing, adjusting and settling workers' compensation claims; three (3) years experience is highly desirable. One (1) year of municipal experience is also highly desirable.

Training: An Associates' degree or 60 transferable units from an accredited college or university is required; a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, or a related field of study is highly desirable and may substitute for one year of the experience requirement.

Licenses/Certificates:

Must have successfully passed the Self-insurance Administrator's Examination given by the State of California, Department of Industrial Relations, Self-Insurance Plans.

Possession of, or ability to obtain, a current California Driver's License.

Note: Recent work experience is defined as work experience within the past six (6) years.

WORKING CONDITIONS:

Environmental Conditions: Office and file room environment;exposure to computer screens; extensive employee contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; reaching, bending, squatting, and stooping to retrieve and file items above and below shoulder level; lifting, pushing, pulling, and carrying up to 30 lbs.; speaking and hearing to exchange information.

SELECTION PROCESS: All properly completed applications will be reviewed and the most appropriately qualified candidates will be invited to continue in the selection process. Failure to provide all required application material will result in disqualification. The selection process may include any combination of a written exam, oral exam, and/or skills assessment to further evaluate job-related education, experience and training. Candidates who successfully complete the examination process will be placed on an eligibility list according to their scores. The eligibility list will remain valid for a minimum of six months. **NOTE: Prospective employees will undergo, and must successfully pass, a background reference check (including fingerprinting) and a drug screening. A medical examination may be required.**

APPLICATION PROCEDURE: Apply online at <u>www.ci.oceanside.ca.us.</u> To continue in the selection process, applicants must submit a City of Oceanside online application and supplemental questionnaire to the Human Resources Department by **4:00 PM, FRIDAY, DECEMBER 23, 2011**. The Human Resources Department is located at 300 North Coast Highway, City Hall South, 2nd Floor, Oceanside CA 92054. For information regarding this recruitment, contact Yolanda Stewart at 760-435-3507 or ystewart@ci.oceanside.ca.us. RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETED APPLICATION FORMS. Candidates who require a reasonable accommodation in the selection process should state their needs in writing when submitting an application package. THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

12/6/11:YS

TO APPLY FOR THIS POSITION, CLICK "BACK" ON YOUR WEB BROWSER AND GO TO "APPLY ONLINE"

GENERAL INFORMATION

Employee Benefits
Merit salary increases within the range shown on the job announcement
Paid vacation and sick leave
City-paid life insurance
Public Employees Retirement System- Effective 12/10/11, for all new hires: 2% @ 60 formula calculated on three highest years' salary.
Major medical, hospitalization, and dental insurance plans
Information regarding employee benefits and compensation is available on the City's website @ www.ci.oceanside.ca.us.

Veterans' Preference
To be eligible, applicants must:
possess the National Defense Service Medal (given only in time of war);
have served a minimum of 180 days active duty; and
have been honorably discharged within the last ten years.

Loyalty Oath
All persons appointed are required to sign a loyalty oath and will be required to be fingerprinted.

Method of Appointment
Upon completion of an examination, an eligible list is prepared consisting of the names of persons successfully passing the examination(s), arranged in order of final ratings received, from the highest down to the lowest passing score. When a vacancy occurs, persons with the top scores are certified to the appropriate department. The department will interview the candidates to make a selection.

Applications and Information
A standard online City of Oceanside application form must be submitted for any open recruitment unless otherwise specified. The Human Resources Department at 300 North Coast Highway, Oceanside, CA 92054, (760) 435-3500. Resumes and other unsolicited materials will not be accepted in lieu of completed application forms, but may be submitted. Faxes are not accepted.

In accordance with the Immigration Control and Reform Act of 1986, the City hires only U.S. citizens and lawfully authorized workers.

The City is an Equal Opportunity Employer and has an active Equal Opportunity Program for women, minorities, and disabled persons. If you require special testing arrangements because of a disability, please contact the Human Resources Department at (760) 435-3500 upon filing an application.