



# **BROWARD COUNTY SHERIFF'S OFFICE**

## **Job Opportunity**

# **Workers' Compensation Analyst I**

**SALARY** \$38,965 - \$60,448 (Salary Plan IPAP/415)

**SCHEDULE** Mon-Fri, Days

### **NATURE OF WORK**

Under administrative direction, the purpose of the position is to perform review and evaluation of Workers' Compensation claims in accordance with Florida State Statute 440 within the Risk Management Division of the Broward Sheriff's Office. Position reviews and analyzes Workers' Compensation claims arising from agency employment with the TPA to determine the best plans for appropriate claims handling, reserving and settlements. Position acts as a liaison with the TPA to determine the best defense for litigated claims, and assists with gathering information and discovery and the negotiations of claim settlements. Position monitors the contracting and performance of contracted attorneys, medical providers, investigators and other third party vendors who provide Workers' Compensation services. Position ensures compliance with established regulatory standards in the conduct of all work. Performs related work as directed.

### **REQUIREMENTS**

1. Bachelor's Degree in Business Administration, Finance, Insurance, Risk Management or related field.
2. 520 Florida All Lines Adjuster's License required.
3. Certified in Workers' Compensation (CWC) preferred.
4. Three (3) to five (5) years of experience with a Workers' Compensation program including intake coordination, claims management, medical terminology, claims information management systems, stay-at-work/return-to-work programs, and contract administration of a comprehensive Workers' Compensation Program
6. Demonstrated knowledge of Florida State Statute 440 Workers Compensation Law; knowledge in the areas of Employment Practices, Medical Malpractice, Auto and OSHA guidelines preferred but not required; demonstrated proficiency with all Microsoft programs.
7. Applicant must possess and maintain throughout employment, a valid Florida driver license without any restrictions affecting job performance. Driver license must show current address. All candidates must submit a Certified Department of Motor Vehicles "complete" driving history for every state in which a driver license was held within the last 7 years. The search date must be within one month of the date the application is received in Human Resources. Please note online driving history records will not be accepted.
8. An equivalent combination of education, training, and experience may substitute for requirements noted. Such education, training and/or experience must be clearly documented.

**\*\* Note: In order for your application to be processed, a "complete" driving history from all states you have held a driver license in the last 7 years and official court dispositions (if applicable) must be submitted to the Bureau of Human Resources in person, by fax: 954-321-4815 or by email: hr\_online@sheriff.org. Please note "13956A" when submitting any information regarding this position. Candidates who do not submit all required documentation by January 25, 2013 will not be considered further. \*\***

### **WORK LOCATION**

Division of Risk Management  
Ron Cochran Public Safety Complex  
2601 West Broward Boulevard  
Ft. Lauderdale, FL 33312

**CLOSING DATE** Friday, January 25, 2013

### **HOW TO APPLY**

You are encouraged to apply on-line at [www.sheriff.org](http://www.sheriff.org). If you do not have access to the Internet, you may visit the Bureau of Human Resources to submit an on-line application Monday-Friday from 8:00 a.m. until 4:00 p.m. in the Ron Cochran Public Safety Complex, 2601 West Broward Boulevard, Fort Lauderdale, Florida 33312. Completed on-line applications must be submitted by midnight on the closing date. Completed paper applications must be received in the Bureau of Human Resources by 5:00 p.m. on the closing date. A resume may accompany a complete application. Incomplete applications will not be processed.

Applicants who qualify will be subject to an extensive selection process and screening program, which may include, but not be limited to evaluation of training and experience; written test; computer based test; interview; polygraph examination; psychological evaluation; employment record, fingerprint and background check; medical examination; and drug screen. The expected duration of the selection process varies by position and could last 8 to 10 weeks. Reapplication will be determined on a case-by-case basis.

BSO is an equal opportunity employer and does not discriminate on the basis of age, citizenship status, color, disability, marital status, national origin, race, religion, sex, or sexual orientation. Veterans' preference per Florida law.