

## **Claims Specialist at the School District of Palm Beach County**

### **QUALIFICATIONS:**

1. Bachelor's degree in business administration or related field.
2. Minimum of five (5) years of successful experience in the administration of workers' compensation claims and third party liability claims for a large or medium-sized entity.
3. Extensive knowledge of medical terminology, laws, and regulations relating to the Florida Workers' Compensation law.
4. Demonstrated ability to work effectively with claim administrators, adjustors, claimants, attorneys, administrators, and other industry-related professionals.
5. Demonstrated ability to effectively communicate, both orally and in written form.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

### **PERFORMANCE RESPONSIBILITIES:**

#### **Essential Functions:**

1. Works collaboratively with the District's third-party administrator (TPA) to administer workers' compensation, including developing controls and procedures for the reporting of accidents and the payment of medical and disability benefits and related expenses.
2. Responsible for claims review and settlement recommendations for liability claims, including settlement recommendations and preparation of related Board agenda items.
3. Develops bi-monthly statistical data on claims/losses to share with District Safety Committee.
4. Works with the District's TPA to develop other reports to include periodic claims reports.
5. Utilizes claims data to develop and recommend implementation of risk management strategies to reduce losses.
6. Administers transitional duty return-to-work program to ensure suitable assignments for on-the-job injured employees.
7. Assists with investigations of accidents / incidents resulting in lost time.
8. Files all state-mandated forms and reports relating to Worker's Compensation self-insurance program.
9. Establishes and maintains cost allocation systems to effectively assess premiums to schools or departments based on claims history.
10. Assists in the preparation of budget requests for Workers' Compensation program.
11. Assists with the collection of benchmark and statistical data on risk programs, including drafting annual report(s).
12. Administers pre-employment physical and drug testing program for applicants.
13. Assesses the need for and provides on-going training to schools and departments to ensure current procedures and reporting requirements of Worker's Compensation and liability claims are followed.
14. Works towards accomplishing Department's goal of reducing the cost of risk and creating efficiencies in processes and procedures.

#### **Performance Effectiveness Criteria:**

In addition to the employee being responsible for each of the performance responsibilities listed herein, periodic and special reports to the Board and other entities will be provided regarding the impact of this position with respect to progress toward annually established District and department

goals and objectives for, but not necessarily limited to, the following areas: 1) Student Performance, 2) Customer Service, 3) Fiscal Accountability and Responsibility, 4) Process Efficiencies and Improvements, and 5) Employee Learning and Growth.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interests of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other related duties as assigned.

**Salary:**

\$66579.00 to \$116552.00 per Year

**Link to Apply:**

[https://erp.palmbeach.k12.fl.us:8009/psc/HRPRDJ/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_SEAR\\_CH\\_FL.GBL?Page=HRS\\_APP\\_SCHJOB\\_FL&Action=U](https://erp.palmbeach.k12.fl.us:8009/psc/HRPRDJ/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEAR_CH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U)