

**PLEASE POST
OPENED 7/14/2020**

**Los Angeles Unified School District (LAUSD)
Workers' Compensation Claims Processing Supervisor
\$33.91 - \$42.22/hourly
Apply at www.lausdjobs.org**

Los Angeles Unified School District is seeking a Workers' Compensation Processing Supervisor with extensive technical and functional California workers' compensation expertise to supervise and participate in the claims processing activities of the Workers' Compensation Branch of the Risk Management and Insurance Services Division.

There is currently one (1), 40 hours per week, 12-month vacancy available in the Owner Controlled Insurance Program (OCIP) Unit. This position will open, track and monitor workers' compensation claims for the employees for outside contractors enrolled in the Owner Controlled Insurance Program (OCIP.) The position is responsible for coordinating the third-party claims administrators (TPA), insurance carriers, adjusters and brokers, on behalf of the District and its outside contractors.

This position receives general direction from an OCIP Coordinator. The position currently is assigned to the central LAUSD office at 333 South Beaudry Ave., Los Angeles.

THE IDEAL CANDIDATE

The ideal candidate for this position will have:

1. Extensive knowledge and experience of pertinent and current California Labor code provisions pertaining to workers' compensation rules and regulations of the California Division of Industrial Accidents and Workers' Compensation Appeals Board;
2. Knowledge of standard claims evaluation techniques, references and settlements;
3. Experience regularly using various software and computer applications, such as the Microsoft office and database systems, to research, extract data, track, update and create reports on workers' compensation processing activities;
4. Professional certifications/designations such as the Associate of Risk management (ARM), Associate in Claims (AIC), Certified Professional in Disability Management (CPDM) or Certified Professional in Workers' Compensation (CPWC) designation;
5. Strong action and results focus, self-management and the ability to prioritize and track multiple time sensitive activities and projects simultaneously;
6. Excellent problem-solving skills and strong communication skills, both written and verbal.

For more information and additional important details, please see the attached job bulletin and visit www.lausdjobs to apply.