



## Los Angeles Unified School District - Job Opportunity

Job Posting Title	Workers' Compensation Claims Processing Specialist
Reference code	JP24-034-XA1
Minimum Salary	\$ 35.62 Hourly
Maximum Salary	\$ 44.02 Hourly
Application Open Date	03/05/2024
Application Close	03/26/2024
Information about LAUSD	<p>We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life.</p> <p>LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.</p>
Department or School Site	<p>LAUSD is currently seeking well-qualified candidates to fill a Workers' Compensation Claims Processing Specialist position.</p> <p>THE POSITION:</p> <p>A Workers' Compensation Claims Processing Specialist participates in the claims processing activities of the Workers' Compensation Section of the Division of Risk Management and Insurance Services.</p> <p>At LAUSD, we are committed to providing a safe and supportive work environment for our employees, and the Workers' Compensation Processing Specialist plays a vital role in ensuring that injured</p>

employees receive the care and support they need to recover and return to work. If you are passionate about making a difference and have the skills and experience to excel in this role, we encourage you to apply.

**THE IDEAL CANDIDATE WILL:**

- Demonstrate proficiency in utilizing office technology for data analysis and report generation, showcasing robust analytical competencies.
- Exhibit a firm grasp of California workers' compensation laws, adept at precise interpretation and application of regulations.
- Excel in time management and problem-solving, managing claims processes efficiently.
- Embody a strong work ethic, showcasing unwavering commitment to excellence across all responsibilities.
- Have a collaborative mindset with a demonstrated ability to work effectively as part of a team, fostering positive working relationships with colleagues and stakeholders
- Maintain composure during challenging interactions, effectively communicating with employees to ensure comprehension.
- Ideally, poses completed coursework in medical terminology and workers' compensation law, complemented by a minimum of two years of college education.

**Benefits**

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans. Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

**Job Duties/Responsibilities**

**TYPICAL DUTIES DOR THIS POSITION:**

- Assists in the processing of Workers' Compensation claims, including obtaining, checking, recording, and evaluating information related to employees' work history.
- Evaluates information and reports relative to claims payments.
- Addresses questions about Workers' Compensation programs, informs employees of their rights and benefits under California workers' compensation laws.
- Compiles and analyzes claims data and makes recommendations for policy, procedural, legal, and rule changes.
- Gathers information on accident causes and reports on hazardous or dangerous conditions/actions on District property and coordinates with the Office of Environmental Health and Safety to abate the hazards.
- Assists in maintaining on-going oversight of the third-party administrator (TPA) that includes, but is not limited to, requesting investigation activities to verify suspicious claims, questioning and resolving discrepancies, monitoring of medical treatment, and reviewing case

reserves for adequacy.

- Provides courteous and expeditious customer service to administrators, employees, and the general public.
- Reviews and evaluates settlement authority requests and makes recommendations for approval or revision.
- Acts as a Liaison to the Early Return to Work Unit as required.

For a complete class description, please visit <https://lausdjobs.org/>, under \*Employee Resources\* and selecting \*Job Descriptions.\* Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities.

## Minimum Requirements

Please note the "Minimum Entrance Qualifications" for both the Education and Experience listed below and on the class description must be met in order to move forward in our selection process.

### ENTRANCE REQUIREMENTS:

- Education: Two (2) years of college, preferably supplemented by courses in workers' compensation, business, school, or public administration, law, or finance. Qualifying experience beyond that required may be substituted for the required education on a year-for-year basis.

Satisfactory completion of at least one course in each of the following areas: Medical Terminology,

Workers' Compensation Law, and Permanent Disability Rating is desirable.

- Experience: Two (2) years of experience as a workers' compensation claims adjuster, which must include at least one (1) year of experience regarding workers' compensation claims covered by California law.

OR

Two (2) years of experience performing duties that required interpretation, explanation, and application of rules and regulations applicable to workers' compensation, which must include at least one (1) year of experience regarding workers' compensation claims covered by California law.

A Self-Insurance Administrator's Certificate issued by the State of California is desirable.

Special: A valid California Driver License. Use of an automobile.

**\*IMPORTANT NOTE:** In order to qualify you need to meet the educational requirements. As such, you **MUST** upload your official proof of highest level of education achieved as it relates to this position (e.g., bachelor's degree, official transcripts, etc.) to your candidate profile, under "Attachments." We screen applications based on the minimum

requirements and need to verify the educational requirement is met.

**\*\*Candidates who have completed college or university course work at an institution in a country other than the United States, must obtain a complete evaluation of foreign transcripts and degrees. Please be sure to request a “Detailed” evaluation report. The original of this degree evaluation must be presented.**

For more information on Foreign Transcript Evaluation please visit <https://achieve.lausd.net/Page/7876>

## **Employment Selection Process**

The selection process may consist of one or more of the following: A computerized assessment and/or a Technical Interview. After applications are reviewed and determined to meet the minimum qualifications, qualified candidates will move on to the next phases of our selection process.

This is a competitive process as we anticipate a number of well qualified candidates for this recruitment. Please make sure that you describe in DETAIL, your experience, education, and training that most closely relates to this position in the on-line application.

In your application you may include a professional resume, but it will NOT be in lieu of a detailed application.

It is imperative that your application reflects your true and accurate background.

Furthermore, if you have assisted in an interim or other temporary assignment or worked out-of-class for a significant and specified duration of time, include the contact information of your immediate supervisor during that assignment and be prepared to present verification from the official (local district superintendent, department administrator, or supervisor) validating your claim.

PLEASE NOTE: Qualified Candidates will be required to present an unexpired government identification at the time of the test. If you are unable to attend the scheduled test date, rescheduling is NOT guaranteed.

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.

Please make sure to check your email on a regular basis as all notifications regarding this recruitment will be sent via email

We encourage you to visit our website, <http://www.lausdjobs.org> periodically to check for the next recruitment and we encourage you to apply to any positions for which you believe you meet the minimum qualifications.

For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at <http://www.lausdjobs.org>.

## **Application Process**

PLEASE NOTE: Our application system is only compatible with Chrome, Internet Explorer and FireFox, on a desktop/laptop computer.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Email us at [helpmeapply@lausd.net](mailto:helpmeapply@lausd.net)

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org>.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

If you have any questions regarding this recruitment, please contact Jessica Carrera at [jessica.carrera@lausd.net](mailto:jessica.carrera@lausd.net)

## **Additional Posting Information**

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

An eligibility list is typically active for a minimum of 12 months and/or has fewer than three (3) ranks. As such, please register for job alerts in the event that the list expires prior to the list's expiration date.

The eligibility list/hiring list resulting from this employment assessment/testing process may be used to fill open positions in related job classifications

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment,

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intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

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