



COUNTY OF LOS ANGELES
CHIEF ADMINISTRATIVE OFFICE
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO INCLUDE BENEFITS INFORMATION, CHANGE ELIGIBILITY INFORMATION, AND REOPEN THE FILING PERIOD. THIS BULLETIN SUPERSEDES BULLETIN NO. 060-368, POSTED ON DECEMBER 14, 2005. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING.

Bulletin No. 060-389

Posting Date: June 22, 2006

JOB TITLE	<u>PROGRAM SPECIALIST III, CAO</u> <u>(Workers' Compensation Claims Monitor)</u>
EXAM NUMBER	M0817T
FILING DATES	June 23, 2006 until needs are met
SALARY	\$5,165.09 - \$6,416.09 MONTHLY
BENEFITS	<p>The County of Los Angeles provides an excellent flexible benefit package that allows employees to choose benefits that meet their own specific needs. The package includes:</p> <p>Retirement Plans - Both employee contributory and non-contributory plans are available.</p> <p>MegaFlex Benefit Plan - An employee may purchase benefits from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of 14.5% to 17% of their monthly salary depending on the retirement plan selected. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD & D insurance; dependent care and health care reimbursement accounts are also available.</p> <p>Savings Plan (401k) - Optional tax-deferred income plan that includes a dollar-for-dollar County matching contribution up to 4% of employee's compensation.</p> <p>Deferred Compensation Plan (457) - Optional tax-deferred income plan that includes a dollar-for-dollar County matching contribution up to 4% of employee's compensation.</p> <p>Holidays - 11 days per year.</p> <p>Leave Time - Employees are given 10 days of annual leave per year and the option of purchasing additional leave time of up to 20 days per year.</p>
POSITION INFORMATION	<p>This position reports directly to the Program Specialist IV, CAO of the Workers Compensation Claims Unit and provides technical expertise regarding workers' compensation claims relating to California workers' compensation laws.</p>

Chief Administrative Office: Address: , , CA
24-Hour Job Line: (800)970-LIST; TTY Phone: (213) 613-4796

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**ESSENTIAL JOB
FUNCTIONS**

Monitors contractor compliance with respect to specific standards and requirements established by the State of California Workers' Compensation laws and County of Los Angeles Workers' Compensation Claims Services Contracts. Reviews and authorizes workers' compensation case payments, stipulations, and settlements to ensure claim file fiscal reconciliation. Analyzes and makes recommendations with respect to workers' compensation claims administration technical issues. Advises and trains Third Party Administrator (TPA) staff in County payroll benefit coordination and other County procedures. Assists County Departments in the cost effective resolution of workers' compensation claim issues. Attends and contributes technical expertise during regularly scheduled Workers' Compensation Claim Status Reviews. Assists industrially injured County employees in the prompt and equitable resolution of workers' compensation benefit delivery issues. Facilitates workers' compensation subrogation, excess insurance, contribution, and Senate Bill 90 recovery efforts.

**SELECTION
REQUIREMENTS**

Five years' experience in a staff capacity examining California workers' compensation indemnity claims. Two years of the required experience must have been at the level of the County of Los Angeles' classification of Program Specialist II, CAO or higher.*

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information: *Experience in a staff capacity consistent with the County of Los Angeles' class of Program Specialist II, CAO or higher refers to experience in providing professional staff services to operating departments, for the solution of problems in the area of workers' compensation claims relating to California workers' compensation laws. Incumbents must demonstrate a knowledge of a specialized program sufficient to perform the duties of the position. "Staff Capacity" is defined as work in an advisory capacity to line managers to provide program and administrative support. Work includes assisting and supporting administration by doing research, analysis, and making recommendations to line managers on matters such as: utilization of personnel; allocation of funds; workload and workload fluctuations; and, programs and procedures for accomplishing work objectives. Work under general supervision of the line or division manager.

**DESIRABLE
QUALIFICATIONS**

Graduation from an accredited** four-year college or university with a Bachelor's degree in Public Administration, Business Administration, Risk Management, Industrial Relations, or a closely related field. Experience administering workers' compensation claims for a public agency; Knowledge of Labor Code 4850 benefits; Workers' Compensation Claims supervisory experience; and Workers' Compensation Self Insurance Certificate of Achievement.

****ACCREDITATION:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.

**SPECIAL
INFORMATION**

Shift: Various Shifts

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**VACANCY
INFORMATION**

The resulting eligible list for this examination will be used to fill vacancies in the Chief Administrative Office.

**EXAMINATION
CONTENT**

This examination will consist of a qualifying assessment of each candidate's background on the basis of information submitted at the time of filing to determine the level and scope of the applicant's preparation for this position. The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position. Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible list.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete for this examination more than once every 12 months.

*** * * * IMPORTANT INFORMATION * * * ***

**APPLICATION
INFORMATION**

Applicants are required to submit a standard County of Los Angeles Employment Application, available through the internet at <http://dhr.lacounty.info> or at the filing location indicated. Employment applications will be accepted on business days, Monday through Friday, 8:00 a.m. to 5:00 p.m. **This examination will remain open until the need of the service are met and is subject to closure without prior notice.**

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application indicates complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part time) and salary earned. Attach an additional page to your application, if necessary to describe fully your related education and experience.

Resumes showing training and experience must be attached to the Los Angeles County Application but will not be accepted in lieu of the application. Degrees must indicate the specialized field in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university/college indicating the educational specialty on the university's letterhead. A copy of your degree, official transcripts or written statement from the Registrar's office and required license must be submitted **AT THE TIME OF FILING**. All information and records are subject to verification. Falsification of records can result in disqualification from the examination or termination of employment.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Personnel Services
Chief Administrative Office
500 West Temple Street, Room 785
Los Angeles, CA 90012
(213) 893-2487

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 893-2487.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 893-2487. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 613-4796. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.