



City of Los Angeles

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City of Los Angeles Personnel Department

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WORKERS' COMPENSATION ANALYST

Class Code: 1774

Open Date: 07-18-14

ANNUAL SALARY

\$54,810 to \$80,137

The salary in the Department of Water and Power is \$75,460 to \$93,772

NOTES:

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
3. For information regarding reciprocity between City of Los Angeles departments and LADWP, go to: http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.

DUTIES

A Workers' Compensation Analyst determines City acceptance of Workers' Compensation cases for injured employees; authorizes appropriate treatment and assures that treatment is prompt, adequate, and economical; interviews injured employees, physicians, and witnesses and does other field investigation work; and discusses cases with attorneys, physicians, representatives of employee groups, and other persons involved in Workers' Compensation.

REQUIREMENTS

1. One year of full-time paid experience as an indemnity claims adjuster performing workers' compensation duties in the independent analysis, investigation and adjusting of workers' compensation claims, including analysis of AOE/COE facts, eligibility determinations, authorization of medical treatment beyond first aid, and recommendation of settlements, rating permanent disability cases; **or**
2. Two years of full-time paid experience as a Workers' Compensation Claims Assistant with the City of Los Angeles and satisfactory completion with a grade of C or better, of at least one course in each of the following areas: Medical Terminology, Workers' Compensation Law, and Permanent Disability Rating.

NOTES:

1. Applicants filing under Requirement #2 will be required to submit their transcripts prior to appointment.
2. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the past 36 months reflects three or more moving violations and/or at-fault accidents, or convictions of major moving violations (such as DUI).
3. A "Self-Insurance Administrator's Examination Certificate of Achievement" issued by the State of California (per California Code Regulations Section 15452) is desired. Effective August 26, 2006, employees in the class of Workers' Compensation Analyst, Code 1774, who obtain a "Self-Insurance Administrator's Examination Certificate of Achievement" issued by the State of California shall receive salary at the first premium level rate (2.75%) above the appropriate step rate prescribed for the class. This bonus shall commence at the beginning of the payroll period next succeeding the date the employee presents proof of said Certificate of Achievement.

WHERE TO APPLY

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, JULY 31, 2014.**

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the written test in the following order: 1) Los Angeles City promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from July 18, 2014 in the event that additional applicants need to be tested to meet hiring needs.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight:	Written Test	Qualifying
	Writing Exercise	Advisory
	Interview	100%

The examination will consist of a qualifying multiple-choice written test, advisory writing exercise, and an interview. In the qualifying multiple-choice written test, candidates may be examined for knowledge of: State policies as they apply to workers' compensation benefits; California State Labor Code, including relevant regulations and legal decisions, as it relates to occupational injuries and workers' compensation claims; Appellate and Supreme Court decisions related to injuries/illnesses incurred to and from the place of employment; rules of the Workers' Compensation Appeals Board (WCAB); medical and anatomical terminology referring skeletal structure, body position terms, extremity descriptors, and commonly used medical prefixes and suffixes; care and treatment of occupational injuries and diseases, as it applies to estimating the time required for treatment and/or rehabilitation, and for making appropriate medical referrals sufficient to direct employees for appropriate medical attention, anticipate case costs, and/or analyze medical information; application of apportionment, including relevant case laws, as it provides the ability to take credit for a previous disability to the same body part and to calculate the percentage of permanent disability for specific injuries; Independent Medical Review (IMR), Utilization Review (UR), and Independent Bill Review (IBR) rules, regulations, and procedures as set forth by the Department of Industrial Relations Medical Unit; Medicare Set-Aside (MSA) federal regulations; ability to apply MSA regulations to relevant workers' compensation claims; read and understand complex technical material; calculate workers' compensation benefits; and other necessary skills, knowledge, and abilities.

On the same day as the multiple-choice written test, candidates will be required to respond to an advisory writing exercise related to the duties and responsibilities of a Workers' Compensation Analyst. This material will not be separately scored, but for those candidates who pass the qualifying multiple-choice written test, it will be presented to the interview panel for discussion with the candidate and consideration in the overall evaluation of the candidate's qualifications. Those who do not complete the advisory writing exercise will not be invited to the interview and will be considered to have failed the entire examination.

Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written may be set either above or below 70%.**

Candidates will be notified later by mail of the time and location of the qualifying multiple-choice written test and advisory writing exercise, both of which will be held in a single half-day session on **SATURDAY, NOVEMBER 1, 2014**, in Los Angeles.

All candidates who pass the qualifying multiple-choice written test and complete the advisory writing exercise will be invited to participate in the interview.

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training, and personal qualifications as they demonstrate the knowledge of: California State Labor Code, including relevant regulations and legal decisions, as it relates to occupational injuries and workers' compensation claims; Independent Medical Review (IMR), Utilization Review (UR), and Independent Bill Review (IBR) rules, regulations, and procedures as set forth by the Department of Industrial Relations Medical Unit; and ability to apply the principles of the Permanent Disability Rating System to determine an accurate Permanent Disability rating; apply a variety of workers' compensation information such as specific case histories, workers' compensation laws and precedents, medical practices and treatments, vendor operating practices, and parameters of employer's liability to assess appropriateness and/or incongruous of actions or recommendation in reviewing and scrutinizing treatment and billing reports; analyze complex reports and information related to workers' compensation claims to assess the nature of disabilities, recuperation time, and approximate medical costs; analyze information related to workers' compensation case management to discuss with employees or other interested parties, making recommendations to legal defense attorney or other litigation representatives, and present the case on the employer's behalf in a formal or judiciary setting; evaluate work restrictions in order to return injured employees to work; communicate clearly and effectively orally and in writing; write narrative reports and correspondence; work cooperatively and interact effectively with others; and other necessary knowledge, skills, and abilities.

NOTES:

1. This examination is based on a validation study.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
4. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit at the rate of 0.25 of a point for each year of continuous City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
5. A final average score of 70% is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.