



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: 10-30-15

(Exam Open to All, including Current City Employees)

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 the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.**

DUTIES

A Workers' Compensation Analyst administers Workers' Compensation benefits 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, recommendation of settlements, and 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. 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).
2. Applicants filing under Requirement #2 will be required to submit their transcripts prior to appointment.
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, some 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 on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examination 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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

For administrative purposes, filing may close periodically and reopen the following day. This examination may close without prior notice at any time after a sufficient number of applications have been received.

SELECTION PROCESS

Examination Weight:	Written Test	Qualifying Essay	Advisory Interview	100%
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The examination will consist of a qualifying written test, an advisory essay, and an interview. In the qualifying written test, which will consist of multiple-choice questions, the following competencies may be evaluated: Judgement and Decision Making, Analytical Ability, Job Knowledge, Customer Service, and Written Communication.

On the same day as the qualifying written test, candidates will be required to prepare some written material in response to a problem related to the duties and responsibilities of a Workers' Compensation Analyst. This essay material will not be separately scored, but will be presented to the interview panel for discussion with the candidate and for consideration in the overall evaluation of the candidates' qualifications. Those who do not complete the advisory essay 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 must achieve a passing score on the qualifying written test in order to be called for the interview.

The examination score will be based entirely on the interview. In the interview, the following competencies may be evaluated: Judgement and Decision Making, Analytical Ability, Conscientiousness, Stress Tolerance, Job Knowledge, Fact Finding, Customer Service, Oral Communication, and Written Communication.

Additional information can be obtained by going to <http://per.lacity.org/eo/JobAnalyses.htm> and clicking on Competencies under Workers' Compensation Analyst.

Candidates will be notified later by e-mail of the time and location of the qualifying written test and advisory essay, both of which will be held in a single half-day session. The first date scheduled for the qualifying written test is on **SATURDAY, JANUARY 16, 2016**, in Los Angeles.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
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% in the interview portion of the examination 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.
7. You may take this examination once every 365 days.
8. Your rank on the employment list may change as scores of candidates from other administrations of this examination are merged onto one list.

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.