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WC SYSTEMS SPECIALIST 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
CLAIMS SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER LIMITED SUPERVISION, PERFORMS ADVANCED LEVEL/COMPLEX ASSESSMENT OF WC INSURANCE BUSINESS SYSTEMS CARRIED OUT BY THE THIRD PARTY ADMINISTRATOR (TPA). THIS WORK INVOLVES AN ANALYSIS OF THE TPA'S BUSINESS OPERATIONS, WORK PROCESSES, AUTOMATED SYSTEMS, POLICIES, PROCEDURES AND EMPLOYEE PERFORMANCE IN ORDER TO ASSURE THEIR COMPLIANCE WITH LAWS, RULES, REGULATIONS AND POLICIES. REGULATORY COMPLIANCE OF ELECTRONIC DATA INTERCHANGE (EDI) BY WC CARRIERS. PERFORM COMPREHENSIVE REVIEWS, AUDITS, ANALYSIS OF PROCESSES/PROGRAMS SPECIFIC TO WORKERS' COMPENSATION (WC) INSURANCE. MONITORS TPA'S CLAIMS MANAGEMENT PRACTICES. INCLUDING COMPLIANCE WITH ESTABLISHED WC LAWS, RULES, REGULATIONS, POLICIES, INDEMNITY & MEDICAL PAYMENT PROCESSES. REVIEW PERFORMANCE IN PROVIDING THE "BEST PRACTICES" INVOLVING TIMELY AND APPROPRIATE RESPONSES ON VARIOUS ISSUES WITH AN INDIVIDUAL CLAIM; ALSO RESOLVE COMPLAINTS. REVIEW OF CLAIM RESERVING PRACTICES, INCLUDING VALIDATION OF CALCULATIONS. MONITORING OF NEW CLAIM FILINGS; OLD FUND, UNINSURED EMPLOYEE FUND, NEW CARRIER & SELF-INSURED EMPLOYER FUND, NEW CARRIER & SELF-INSURED. OTHER DUTIES AS ASSIGNED. PREFERENCE MAY BE GIVEN TO A CANDIDATE WITH EXCEL AND OTHER REPORTING CAPABILITES.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN WORKERS'

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COMPENSATION CLAIMS ADJUDICATION, INFORMATION
TECHNOLOGY, QUALITY ASSURANCE, POLICY/PROCEDURE
DEVELOPMENT, TRAINING OR SYSTEMS ANALYSIS AT THE
WORKERS' COMPENSATION COMMISSION OR THIRD PARTY
ADMINISTRATOR.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

DEADLINE: FEBRUARY 10, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
Cammie Wheeler
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS130022 ON APPLICATION