

DATE: SEPTEMBER 09, 2014  
INS150008  
PAGE: 1

WC DISTRICT CLAIMS MANAGER  
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: SPECIAL QUALIFICATIONS DESIRED: PREFERENCE MAY BE GIVEN TO AN APPLICANT WITH EXTENSIVE LEADERSHIP, CLAIMS KNOWLEDGE, RESERVING, AUDITING AND DATA ANALYSIS EXPERIENCE.  
UNDER LIMITED SUPERVISION, SUPERVISES THE WORK OF CLAIMS & INSURANCE SPECIALISTS IN THE WV OIC, CLAIMS SERVICES DEPARTMENT. SHALL PLAN, ORGANIZE, ASSIGN AND REVIEW THE STAFF'S WORK TO INSURE ALL PROGRAM OPERATIONS ARE MOST EFFICIENTLY AND EFFECTIVELY BEING ADMINISTERED. COORDINATE THE ESTABLISHMENT AND REVISION OF UNIT OPERATING PROCEDURES; INSURE QUALITY AND COMPLIANCE WITH APPLICABLE WV CODE AND RULES, INSURE ADHERANCE OF SET PERFORMANCE STANDARDS; SUCH AS, BEST CLAIMS PRACTICES; APPLY KNOWLEDGE OF ALL ASPECTS OF A CLAIM (INDEMNITY, MEDICAL, REHABILITATION, LITIGATION, ETC.) COORDINATE AND CONDUCT TPA CLAIMS AUDITS FOR COMPLIANCE AND COST CONTAINMENT. APPROVE/DENY HIGH DOLLAR PAYMENT AND RESERVES; AS WELL AS TPA ADMINISTRATION INVOICES. REPRESENTS UNIT IN VARIOUS INTERAGENCY MEETINGS, PROJECTS AND COMMITTEES; AS WELL AS, MEETINGS WITH TPAS. ASSISTS MANAGEMENT IN DEVELOPMENT OF NEW AND INNOVATIVE WORK PROCEDURES AND POLICIES. INSURE QUALITY CUSTOMER SERVICE AND EFFICIENT OVERSIGHT OF STAFF AND TPAS. INSURE BENEFIT RECIPIENT'S RECEIVE CHECKS AND DIRECT DEPOSIT PAYMENTS ACCURATE AND TIMELY. COMMUNICATE WITH VARIOUS ENTITIES; SUCH AS, AUDITORS OFFICE, TPAS, VENDORS, STATE AGENCIES, AND OIC'S LEGAL, FINANCIAL ACCOUNTING AND IT. COMPILATION AND TRENDING OF DATA, WEBSITE DESIGN AND PRESENTATIONS.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.

DATE: SEPTEMBER 09, 2014  
INS150008  
PAGE: 2

SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY  
SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-  
FOR-YEAR BASIS.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID EXPERIENCE IN WORKERS COMPENSATION  
CLAIMS ADJUDICATION TO INCLUDE PRIMARY  
RESPONSIBILITY FOR CLAIMS MANAGEMENT OF AN  
ASSIGNED CASELOAD OR AS A CLAIMS REPRESENTATIVE,  
REHABILITATION NURSE OR REHABILITATION SPECIALIST  
IN A PRIVATE INSURANCE COMPANY OR THIRD PARTY  
ADMINISTRATOR.

SALARY: PAY GRADE 018 \$37,140.00 - \$68,712.00

DEADLINE: SEPTEMBER 20, 2014

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
KATHRYN MULLINS  
INSURANCE COMMISSION  
1124 SMITH STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS150008 ON APPLICATION