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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: SPECIAL QUALIFICATIONS DESIRED: PREFERENCE MAY BE GIVEN TO CANDIDATE WITH CLAIMS, EXCEL AND DATA REPORTING CAPABILITIES.  
JOB DUTIES: UNDER LIMITED SUPERVISION, PERFORMS ADVANCED LEVEL/COMPLEX ASSESSMENT OF WC-WORKERS' COMP 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 AND MEDICAL PAYMENT PROCESSES. AUDIT PERFORMANCE IN PROVIDING THE "BEST CLAIMS 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 EMPLOYER FUND, NEW CARRIER AND SELF-INSURED. OTHER DUTIES AS ASSIGNED.

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

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EQUIVALENT PART-TIME PAID EXPERIENCE IN WORKERS'  
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 01, 2016

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

PLEASE INCLUDE POSTING NUMBER INS160015 ON APPLICATION