

Civil Division: Oneida County Government
Jurisdictional Class: Exempt
EEO Category: Administrators
Revised: 02/19/10

DIRECTOR OF WORKERS' COMPENSATION

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for administering the County's insurance plan for Workers' Compensation, which covers all County departments and all municipalities and volunteer fire departments within the County. Responsibilities include overseeing the administration of the special fund, appropriated by the Board of Legislators, to provide for the administrative expenses of the program and the payment of compensation claims lodged against the County. The work is performed under the general direction of the Board of Legislators, which reviews the work for conformity to established policies. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees the receipt and processing of claims for Workers' Compensation against the County;
Oversees the receipt and processing of claims for 207-C against the County;
Sets up and represents the County at 207-C hearings;
Meets with plan members on losses or other issues as required;
Prepares spread sheet to determine premiums due from each plan member;
Directs the investigation of claims, as well as, the compilation of evidence necessary to reach decisions;
Determines whether claims should be paid or disallowed;
Represents the County at hearings before the State Workers' Compensation Board on converted claims;
Interprets the law to member groups and other interested parties;
Conducts periodic meetings of the Compensation Committee of the Board of Legislators;
Directs the preparation of work activities reports;
Approves office expenditures and prepares budget requests;
Prepares correspondence addressed to claimants, physicians, hospitals, pharmacies and Compensation Board;
Confers with attorneys, physicians and claimants.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the Workers' Compensation Law, Volunteer Firemen's Benefits Law, and related administrative decisions and interpretations; ability to analyze evidence and testimony, and to reach sound and logical conclusions; administrative ability; ability to plan, coordinate and direct the work of subordinate employees; ability to secure the cooperation of others; tact; resourcefulness; initiative; confidentiality.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience and other such qualifications, as the Board of Legislators may determine appropriate.