

Coordinator IV, Workers' Compensation Claims

Position Details

Job Code: U7403

Reference Code: A420

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to coordinate the Clark County School District's self-insured Workers' Compensation Program and, in accordance with Chapters 616A to 617, inclusive, of the Nevada Revised Statutes (NRS) and Chapters 616A to 617, inclusive, of the Nevada Administrative Code (NAC), will perform a variety of assignments in the development and implementation of the Workers' Compensation Program. This position is responsible to the Director, Risk Management Department, Business and Finance Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Establish goals and objectives for the self-insured Workers' Compensation Program; develop management directives, policies, and procedures for the effective administration and coordination of the Workers' Compensation Program.
2. Act as the District's managerial liaison for all statutory and regulatory compliance issues which must be acted upon by District management or Clark County

- School District Board of Trustees; represent the District in any legislative or regulatory capacity relating to workers' compensation.
3. Function as the senior claims manager for selected cases which require complex handling; as the District's senior hearing representative, collaborate with the District's General Counsel Office to address matters regarding contested industrial insurance claims and other legal issues relating to workers' compensation.
 4. Oversee and direct the attainment of financial solvency of the District's self-insured Workers' Compensation Program; develop actuarially-based budgets/operating plans and prepare comprehensive reports for management's review.
 5. Analyze loss experience, participate, and interact with other departments in developing programs to reduce the frequency and severity of workers' compensation losses.
 6. Supervise and train subordinate staff members to the specialty function of workers' compensation claims adjudication.
 7. Establish procedures for successful subrogation efforts and other methods of claim payment recovery such as Subsequent Injury Fund submissions and testify on behalf of the District.
 8. Oversee and direct any claims that result in a referral to the excess insurance carrier. Provide required reporting to the various carriers to ensure coverage is retained for high dollar claims.
 9. Establish and monitor daily claim handling functions to ensure that all statutory deadlines are being met as claims are being processed through the worker's compensation process. Work with Division of Industrial Relations to address any fines, penalties, or violations issued to the District worker's compensation program.
 10. Produce and submit all regulatory reports in a timely manner to support the continuation of a successful self-insured worker's compensation program.
 11. Perform other duties related to the position, as assigned.
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Position Expectations

None specified.

Position Requirements

Education and Training

None specified or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) years of progressively responsible experience in workers' compensation claim adjudication.

Preferred Qualifications

1. Post-undergraduate study/master's degree in business administration, public administration, health care administration, or related field.
2. Certification in claim adjusting, risk management, or insurance.
3. Knowledge of Nevada workers' compensation system.
4. Work experience with a self-insured public entity.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/02/22
- Created: 12/17/08