



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: November 2, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 6, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, November 20, 2017**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM IV

Workers' Compensation Manager
Region 1/District 1/Administrative Services
Highways Project Implementation
Schaumburg

Attachments
42239

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Monday, November 20, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary:	\$5,015 - \$7,085*
Position Title:	Workers' Compensation Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-51-102-60-01	IPR#:	42239

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Administrative Services/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for the supervision and performance of the activities encompassing compliance with the Workers' Compensation Act and those activities related to investigating employee accidents. Where injuries, treatment of injured employees, and the administration of the Workers' Compensation Act are concerned, the incumbent is responsible for ensuring that injured employees are treated consistently and equitably, while losses to the District are minimized by keeping related costs, lawsuits and claims to a minimum.

Special Qualifications:

Required:

- Valid driver's license
- Occasional districtwide travel; and overtime

Desired:

- Completion of four years of college preferably with major courses in business, public or health administration
- Five years' experience in public, business or health administration
- Ability to develop and maintain harmonious relationships with employees from various Districts and Offices, the Office of the Attorney General, the Illinois Department of Central Management Services, Tristar, physicians and medical/billing facilities
- Ability to plan, organize and execute the Workers' Compensation Act
- Strong oral and written communications skills
- Good organizational and leadership skills

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 2017	POSITION:	Workers' Compensation Manager
APPROVED BY:	Georgina Syas	OFFICE/DIVISION:	OHPI/District One/Bureau of Administrative Services
CODE:	PW414-23-51-102-60-01	REPORTS TO:	Personnel Services Manager

Position Purpose

This position is accountable for the supervision and performance of the activities encompassing compliance with the Workers' Compensation Act and those activities related to investigating employee accidents. Where injuries, treatment of injured employees, and the administration of the Workers' Compensation Act are concerned, the incumbent is responsible for ensuring that injured employees are treated consistently and equitably while losses to the District are minimized by keeping related costs, lawsuits and claims to a minimum.

Dimensions

Subordinate Personnel:	3 Direct
Number of District Employee Personal Injuries:	100 - 200 Annually
Benefits Paid to Employees Annually:	\$2.5M
Annual Workers' Compensation Payroll:	\$400,000 - \$500,000

Nature and Scope

This position reports to the Personnel Services Manager. Reporting to this position are two Workers' Compensation Examiners and an Office Coordinator.

The Illinois Workers' Compensation Act provides for the payment of benefits to employees who incur job-related injuries or who become permanently disabled as a result of these injuries. This position operates in an environment where job performance is routinely linked to the handling and operation of heavy equipment and vehicles; and where intense traffic volumes are commonplace. Because of these factors and more, the likelihood of employee injuries and/or occupational diseases becomes significant.

The incumbent is accountable for supervising the district's Workers' Compensation activities which include managing Workers' Compensation activities and the Department Safety Code, being knowledgeable of the Workers' Compensation laws and laws pertaining to general liability, and possessing a working knowledge of medical terminology. The incumbent must also possess working knowledge of laws pertaining to the Freedom of Information Act and subpoenas as they relate to Departmental Orders dealing with the Office of the Chief Counsel and the Office of the Attorney General. The incumbent is responsible for managing the Workers' Compensation activities which involve the preparation of Illinois Industrial Commission forms, the evaluation of medical reports, scheduling of employee Independent Medical Evaluations, interviewing injured employees and monitoring the Department's "limited duty policy". He/She also initiates the Workers' Compensation payroll and reviews all medical invoices and billings to assure that services were in accordance with policies and procedures; and investigates litigation cases and prepares comprehensive reports for defense of these cases against the Department. The greatest challenge to this position is managing the activities of a diverse Workers' Compensation program in a manner that will provide optimum results for the Department with minimum resources.

The incumbent is responsible for explaining Workers' Compensation benefits to the employees and coordinates for the most suitable medical treatment program for the injured employee. He/She initiates/recommends the investigation of claims; establishes Workers' Compensation claim files for injured employees; manages compensation benefits; coordinates activities with the Special Assistant Attorney General

Workers' Compensation Manager

PW414-23-51-102-60-01

Page 2

when there is a filing with the Illinois Industrial Commission; and negotiates lump sum settlement agreements with permanently disabled employees for injuries arising out of and in the course of employment.

In performing the functions of this position the incumbent utilizes the following personnel:

- Workers' Compensation Examiner (2): is responsible for processing all Workers' Compensation claims by ensuring that affected employees receive all necessary forms to file for claims under The Act (Workers' Compensation Act) and assisting the same with complying with all requirements. Ensures compliance with departmental guidelines and reports to the Workers' Compensation Manager cases that may require specialized attention (i.e., Independent Medical Examination and/or investigation). The incumbent follows up by updating files with physician statements as needed and/or updates to other forms as deemed necessary.
- Office Coordinator (1): is responsible for preparing difficult and complex documents involving depositions, statements, general letters, billings and multiple forms dealing with court of claims cases, Workers' Compensation, property damage and Workers' Compensation payroll. This position assists in scheduling presentations and preparing documents for the presentations.

The incumbent is responsible for the decision making and operations of his/her unit. The incumbent has a great deal of latitude and freedom in accomplishing his/her responsibilities within the authority granted. Issues are referred to his/her supervisor prior to resolutions. The incumbent is restrained by automobile and general liability laws, Workers' Compensation law, the Court of Claims Act and departmental policies.

In performing the functions of this position the incumbent deals with all district bureaus as needed, Central Bureau of Claims, the Office of the Attorney General, Central Management Services, private citizens and legal and medical professionals as deemed necessary. The incumbent works with the District Safety Manager to monitor the correlation between Worker's Compensation claims and Safety Policy compliance. District-wide travel and overtime may be necessary to fulfill the duties of this position.

The incumbent is evaluated according to his/her success in achieving his/her management of the District's Workers' Compensation Program, his/her experience in handling Workers' Compensation claims and/or providing expert deposition before the Illinois Industrial Commission as well as the quality of resolving personal injury claims, the efficient handling of personnel subpoenas, and the development of subordinate personnel.

Principal Accountabilities

1. Manages the Workers' Compensation activities in the district in a manner that provides employees maximum benefits while protecting the Department's legal positions.
2. Represents the District in legal matters as the District's Workers' Compensation expert.
3. Recommends and assists with all Workers' Compensation investigations.
4. Acts as a liaison and the District's primary point of contact for Tristar, the department's Workers' Compensation Administrator.
5. Assists in negotiating all lump sum settlement agreements to injured employees.
6. Conducts all Workers' Compensation Seminars and training as the District Workers' Compensation expert.
7. Provides professional development and motivation of subordinate staff to enable them to perform tasks in an effective manner.

Workers' Compensation Manager

PW414-23-51-102-60-01

Page 3

8. Conducts district record keeping of Workers' Compensation claims and statistical analysis of claims vs. compliance with safety rules and regulations.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.