

# Job Title: TECHNICAL MANAGER II - WORKERS' COMPENSATION EXAMINER - IPR#45099

Agency: Department of Transportation

Closing Date/Time: 07/30/2021

Salary: \$4,190 - \$7,315 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: NR916

**DO NOT APPLY ONLINE**

**\*\*DO NOT CLICK THE APPLY BUTTON\*\***

## HOW TO APPLY:

Technical Applications PM1080 (rev 3/8/21) 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 the closing date listed above. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080. Please indicate IPR#45099 on the Technical Application PM1080.

## Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Workers' Compensation Examiner.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## Job Responsibilities

This position is accountable for investigating all employee accidents where personal injury is involved. The incumbent ensures that injured employees, who are entitled under the Workers' Compensation Act are treated promptly and adequately receive all benefits, while working to protect the state's interests.

This position reports to the Workers' Compensation Manager. No staff reports to this position.

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. In an environment where job performance is routinely linked to the handling and operation of equipment and vehicles, and where intense traffic volumes are commonplace, the likelihood of employee injuries and/or occupational diseases becomes great.

Typical problems facing this position include ensuring the completeness and accuracy of accident information, gathering documentation to determine the employee's medical condition, reviewing all medical bills to ensure the services were in accordance with policies and procedures, consistently and equitably applying the provisions of the Workers' Compensation Act, monitoring the department's limited duty policy, and returning employees to work.

The incumbent personally reviews accident reports for completeness and accuracy, interviews injured employees, determines from medical providers the nature and extent of injuries, utilizes knowledge of medical terminology in the completion of duties, verifies payment of medical charges, and assists in the preparation of the bi-monthly Workers' Compensation payroll. He/She is accountable for evaluating claims; reviewing cases; and keeping abreast of Workers' Compensation laws, Occupational Safety and Health Administration (OSHA) regulations, and departmental safety code.

This position operates within the regulations set in the Illinois Workers' Compensation Act, agency claim policies and procedures, labor agreements, and Central Management Services (CMS) policies. The incumbent is required to exercise judgement in determining accident causes and when validating medical charges.

The incumbent maintains contact with all district bureaus, the CMS Workers' Compensation Division, case management services, and the Attorney General's Office. He/She also maintains contact with insurance companies, collection agencies and medical professionals. District-wide travel and occasional overtime may be necessary to fulfill the duties of this position.

The effectiveness of this position is measured by the incumbent's ability to ensure timely assistance to employees injured on the job, to keep related medical and Workers' Compensation payroll expenses to a minimum by carefully working each file, and by the quality of resolved personal injury claims.

### **Principal Accountabilities**

1. Ensures that all injured district employees receive prompt and proper medical attention.
2. Reviews accident reports for completeness and accuracy.
3. Ensures payment of Workers' Compensation benefits to affect the prompt and equitable disposition of claims.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.

### **Qualifications**

#### **Position Requirements**

- Education/Experience:
  - o Completion of a bachelor's degree majoring in business, public administration, sociology, public finance or human resources OR
  - o Completion of two years of college PLUS one year of experience in public administration or business administration OR
  - o Five years of experience in public administration or business administration
- A valid driver's license

#### **Position Desirables**

- Working knowledge of Workers' Compensation and/or insurance claims adjusting
- Working knowledge of research and statistical methods/techniques
- Knowledge of the medical field and/or medical terminology
- Knowledge of general law, basic legal principals, and/or legal policies and procedures
- Ability to manage sensitive materials and maintain strict confidentiality
- Strong oral and written communication skills

Work Hours: 8:00 AM - 4:15 PM Monday - Friday (45-minute lunch)

Work Location: Schaumburg - 201 Center Ct

Office: Office of Highways Project Implementation/Region 1/District 1/ Administrative Services

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.