

PROGRAM ADMINISTRATOR (WORKERS' COMPENSATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for administering the Westchester County Workers' Compensation Program. Supervision may be a responsibility of this position. Does related work as required.

F WOEXAMPLES WORK: (Illustrative Only)

Administers the Westchester County Workers' Compensation Program;

Implements County Policy regarding the administration, reporting, evaluation and prevention of employee injuries;

Assists the County Departments and outside consultants in the investigation of injury claims;

Coordinates with the Office of Risk Management and outside consultants in the development of a Comprehensive Program of Loss Prevention;

Analyzes reports, compiles and interprets data to provide management staff with information regarding trends in Workers' Compensation Cases;

Conducts visits of all county property, performs inspection of same and makes specific recommendations for the correction of safety hazards;

Provides assistance to County Departments in the Administration of General Municipal Law No. 207-C;

Coordinates with the Office of Risk Management in the reporting and investigation of general liability, automobile and medical malpractice claims;

Attends Workers' Compensation and 207-C hearing and provides information to the New York State Workers' Compensation Board as requested;

Assists in the review and processing of Workers' Compensation Claims.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the Occupational Safety and Health Act; knowledge of all property and casualty insurance; ability to recognize safety hazards and develop a comprehensive program of loss prevention for the County; ability to document safety loss control inspection reports; ability to investigate vehicular accidents and prepare appropriate reports; ability to think logically; good judgment; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency and either: (a) A Bachelor's Degree" including course work specializing in insurance and five years of experience with a public agency or private industry involving insurance claims, claims adjustment, or safety loss prevention programs; or (b) nine years of experience as stated in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

NOTE: Possession of license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.