



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WORKERS COMPENSATION SPECIALIST I**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) disability determination work; Work involves reviewing and evaluating claims for benefits; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Reviews disability claims to determine jurisdiction and to secure proper documentation

Reviews and evaluates injury and accident records and reports

Requests consultative examinations to develop sufficient evidence to settle claims; obtains medical or vocational review of evidence

Settles disability claims and prepares documented determinations that a disability does or does not exist

Prepares complete claimant vocational profiles

Provides technical consultations

Assists with maintaining confidential files

Assists with developing physical or mental functional level assessments

May participate in special projects related to the development of the disability determination program

Performs related work as assigned

EDUCATION AND EXPERIENCE

Two academic years from an accredited college or university with course work in business or a related field

One (1) year of experience in workers compensation and/or claims adjustments

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of applicable laws and regulations concerning disability determination, and of medical and psychological terminology

Ability to prepare determinations, to apply and explain relevant laws, to analyze documents, to prepare correspondence, and to communicate effectively

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others

- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations