

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**WORKERS COMPENSATION RISK ANALYST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional positions located within the Department of Workforce Development which function as Workers Compensation Risk Analysts and are responsible for the self-insurance, partial, divided and wrap-up programs within Workers' Compensation. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses professional positions located within the Department of Workforce Development which function as Workers Compensation Risk Analysts and are responsible for the self-insurance, partial, divided and wrap-up programs within Workers Compensation.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions located outside of the Department of Workforce Development which do not function as Workers Compensation Risk Analysts.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competitive examination.
Progression to the Senior level will occur through reclassification.

II. DEFINITIONS

WORKERS COMPENSATION RISK ANALYST

Positions allocated to this level collect and analyze business, financial, economic, safety and loss control information of companies and industries; monitor investment related events; produce current financial status and stability evaluations; formulate performance forecasts; determine financial and safety ability of companies and industries; recommend surety requirements; identify irregularities and recommend corrective actions; develop and implement data and evaluation systems; provide support to insurance councils; and implement new or revised programs. Work is performed under close supervision.

WORKERS COMPENSATION RISK ANALYST - SENIOR

Positions allocated to this level collect and analyze business, financial, economic, safety and loss control information of companies and industries; monitor investment related events; produce current financial status and stability evaluations; formulate performance forecasts; determine financial and safety ability of companies and industries; recommend surety requirements; identify irregularities and recommend corrective actions; develop and implement data and evaluation systems; provide support to insurance councils; and implement new or revised programs. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Typical qualifications include knowledge of finance and accounting fundamentals; financial analysis; business fundamentals such as proprietorships, partnerships and corporations; surety bonds; deposits of securities; development and implementation of company and corporate safety plans and policies; and experience in developing and maintaining information and reporting systems.

III. ADMINISTRATIVE INFORMATION

This classification series was created effective October 15, 1995.

The class titles were retitled effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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