

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

WORKERS COMPENSATION RESOLUTION OFFICER
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the professional position located in the Department of Justice, Legal Services Division, which is responsible for representing the State Fund and state agencies in matters which are before the Worker's Compensation Division. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended 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 classification series encompasses the professional position located at the Department of Justice responsible for representing the Work Injury Supplemental Benefit Fund (State Fund) and state agencies before the Worker's Compensation Division.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which perform para-professional or complex clerical duties a majority of the time (more than 50%).
2. Positions which are not located at the Department of Justice.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into And Progression Through This Classification Series

Employees typically enter positions within this classification series by competitive examination.

II. DEFINITION

WORKERS COMPENSATION RESOLUTION OFFICER-ENTRY

This is the entry level for allocations described at the Objective level. Duties are performed under close to limited supervision.

WORKERS COMPENSATION RESOLUTION OFFICER-SENIOR

This position works under general supervision and is responsible for representing the Work Injury Supplemental Benefit Fund (State Fund) and state agencies before the Worker's Compensation Division, Department of Workforce Development. Job duties include investigating cases/claims; attending prehearings; arranging for medical examinations; collecting money for the State Fund from employers/insurers in death cases where there are no dependents (sec. 102.49(5)); approving payment of additional benefits to minor children whose parent has been killed in the course of employment (sec. 102.49); authorizing payment of special death benefits for protective occupation employees (sec. 102.475(1)); investigating and negotiating settlements for barred occupational disease claims including hearing loss (sec. 102.555 and 102.66); and investigating and negotiating settlements for pre-existing disability claims against the second injury fund (sec. 102.59). In addition, this position provides legal support to attorneys; assists legal counsel at court trials and administrative hearings; prepares legal documents; obtains exhibits and assists in obtaining witnesses or expert witnesses; and coordinates state employee worker's compensation claims referred by the Department of Administration, the Department of Transportation and the University of Wisconsin System.

III. QUALIFICATIONS

The qualifications required for this position 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.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 13, 1997 and announced in Bulletin CC/SC-65 as a result of the Professional Program Support Survey.

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