

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

WORKER'S COMPENSATION EXAMINER  
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 responsible for the administration of the State of Wisconsin's self-funded Worker's Compensation program. 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 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.

B. Inclusions

This series encompasses professional positions located within the Departments of Administration, Transportation, and the University of Wisconsin System with delegated authority for the implementation of the State's self-funded Worker's Compensation program. Positions allocated to this series make liability determinations, receive and approve claim payments, provide technical assistance to state agencies and/or division or district representatives, and recognize and implement special services needed on complex or serious injury claims.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which are classified as and perform, for a majority of the time, the duties assigned to the classifications of Worker's Compensation Assistant, Worker's Compensation Specialist, Worker's Compensation Rehabilitation Specialist or Worker's Compensation Risk Analyst and located in the Department of Workforce Development.
2. Positions which meet the statutory definition of supervisor or management as defined in s. 111.81 (19) and (13), Wis. Stats.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter positions within this classification series by competitive examination. Progression to the Senior level is not automatic, but may occur if the position undergoes logical and gradual change such that the duties and responsibilities of the position best fit the class definition statement at the Senior level and compares favorably to other positions allocated to that level.

## II. DEFINITIONS

### **WORKER'S COMPENSATION EXAMINER**

This classification is an entry level progressing to objective level for positions performing claims examiner work. Work is performed under close progressing to general supervision.

Positions at this level administer and coordinate worker's compensation disability claims filed by state employees; analyze claims and obtain legal interpretations of the Worker's Compensation Act; conduct claims investigations; make compensability of claims decisions; make case referrals for claims services (i.e., medical case management, utilization review, loss of earnings capacity evaluations, etc.); make referrals to rehabilitation, return to work programs, and vocational services; conduct benefit calculations and setting general case reserves under initial authority levels; prepare independent medical exam referrals; recognize and recommend third party settlements; develop litigated claims and prepare settlements; and assist with training and technical assistance for state agencies, UW System campuses, or divisions. These positions also evaluate medical conditions and medical reports prior to approving treatment plans and recommend improvements to electronic claims management systems and policies and procedures. This classification may also be used as a development level for those positions expected to perform work as described at the Senior level.

### **WORKER'S COMPENSATION EXAMINER - SENIOR**

Positions allocated to this classification level administer and coordinate highly complex worker's compensation disability claims filed by state employees. In addition to the activities described at the Worker's Compensation Examiner level, positions negotiate and authorize third party settlements; prepare litigated claims and negotiate settlements and represent the State at administrative hearings; and design, develop, and provide training and technical assistance for internal claims personnel, state agencies, UW System campuses, and other interested parties. Positions serve as a technical resource to the Examiner level positions, and in the absence of the supervisor, evaluate and assign claims to the Examiners and Examiner -Objective levels. Positions may also assist in the development and implementation of electronic claims management systems, and develop, recommend and implement changes in policies and procedures. 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.

**IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective November 8, 1998, as a result of the Professional Program Support Personnel Management Survey, to identify positions located at the University of Wisconsin, Department of Administration, and the Department of Transportation which are responsible for administering and coordinating Worker's Compensation claims filed by state employees. Positions allocated to this classification series were formerly classified as Administrative Assistant series or Educational Services Assistant series. Announcement of this classification series appeared in Bulletin CC/SC-94.

This classification series was collapsed and created 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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