



CITY OF SIMI VALLEY

Announcing an Outstanding Career Opportunity

Workers' Compensation Supervisor **\$5,954 - \$7,634 per month**

The salary range will increase by 2% on December 26, 2016 and 2% on January 9, 2017

Plus an excellent benefits package



The City of Simi Valley is an Equal Opportunity Employer

The City

The City of Simi Valley, home of the Ronald Reagan Presidential Library, was incorporated in 1969. It is a General Law City with a Council/Manager form of government. Simi Valley encompasses an area of 39 square miles and is located in the southeast portion of Ventura County. The current estimated population is 129,234, yet Simi Valley maintains a unique balance of open space and City amenities.

Outdoor recreation includes over a dozen beautiful parks, camping and picnic spots, tennis courts, four golf courses and one of the largest equestrian trail systems in the United States. Boating and other water sporting activities are only 60 to 90 minutes away in Ventura and Santa Barbara. The City of Los Angeles is less than an hour away.

Excellent community facilities provide service to Simi Valley residents. The City has one general hospital, 47 religious institutions, one library, one Cultural Arts Center, three newspapers, one radio station, 24 financial institutions, 21 elementary schools, three middle schools, and four high schools. Four community colleges and four universities are also within commuting distance.

The Position

Under general direction, supervises, assigns, reviews and participates in the work activities of the City's Workers' Compensation Program, including reviewing and processing claims, participating in settlement negotiations, recommending loss control strategies, ensuring program conformance to applicable laws and regulations, preparing required reports, and assisting with monitoring and evaluating the program activities to ensure the delivery of quality services.

The ideal candidate:

- is an established professional in the field of workers' compensation;
- has in-depth knowledge of the laws and regulations applicable to workers' compensation in California and is able to apply the laws with a high level of confidence;
- knows how to interact with individuals at all levels of the organization;
- has strong verbal and written communication skills;



- understands the dynamics between providing reasonable and necessary treatment considering cost containment and budgetary pressures; and,
- knows what it means to provide excellent customer service to both injured workers and constituent departments.

Minimum Qualifications

Knowledge of: American Medical Association (AMA) guidelines as they apply to workers' compensation; Pertinent federal, state and local laws, codes and safety regulations including the State Labor Code, Workers' Compensation and Americans with Disabilities Act laws, OSHA, and employment laws, procedures and regulations; jurisdictions, functions and procedures of the Workers' Compensation Appeals Board; research, statistical and financial analysis; civil laws as applied to third-party workers' compensation cases; medical and technical terminology used in industrial injury cases; administrative principles and methods, including goal setting, program and budget development, work planning and organization; principles and procedures of record keeping and reporting; principles and procedures of report preparation; modern office equipment including computers and software programs; principles of business letter writing; and English usage, spelling, grammar, and punctuation.



Ability to: Conduct research and analyze information; identify issues and process claims in a timely fashion within the timeframes prescribed by law; prepare a variety of clear and concise reports, documents, and memoranda; promptly respond to requests and inquiries; prepare and maintain accurate financial records and documents; interpret and apply pertinent federal, state and local codes, laws, regulations, and AMA guidelines and ensure compliance; review and approve a variety of insurance and liability claims; negotiate settlements; operate computer equipment, and utilize a variety of software programs; plan, organize, and supervise a Worker's Compensation Program for a large employer; research, analyze, and make sound recommendations relating to workers' compensation claims; analyze complex administrative problems, evaluating alternatives, and make creative recommendations; represent the Workers' Compensation Division effectively in meetings, including making presentations; maintain accurate and complete records; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, risk management, workers' compensation, or closely related field and three years of increasingly responsible professional and administrative experience in a self-insured or self-administered Workers' Compensation Program, including one year of lead or supervisory experience.

Special Requirements: Possession of a valid California driver's license is required. Possession of a certificate to administer a self-insured workers' compensation program for a public entity issued by the State of California Department of Industrial Relations is preferred.



Benefits

Retirement: Individuals who were active members of a reciprocal public retirement system within the last six months, or were previously employed with the City of Simi Valley prior to January 1, 2013, and enrolled in CalPERS, will be enrolled in the CalPERS 2% @ 55 retirement plan, 4th level Survivor Benefit, and single-highest year compensation.

Other new employees will be enrolled in the CalPERS 2% @ 62 retirement plan, 4th level Survivor Benefit, and three-year average highest final compensation.

The City does not participate in the Social Security system; therefore, there is no FICA deduction from wages, except for Medicare hospital insurance protection.

Benefit Plans: A variety of PPO and HMO plans are available. The City contributes \$125 per month for medical, \$19.80 per month for vision, and up to \$68.94 per month for dental. The City provides up to \$1,824.00 per month in Simiflex Dollars, depending upon the medical plan selected; employees who decline medical coverage receive \$335.83 per month. Simiflex Dollars are paid as cash and can be used to offset the cost of medical, dental, and vision insurance, or other optional benefits.

Dental Plan: A PPO and HMO plan are available, and each includes orthodontia for dependent children. Employee cost for the plans ranges from \$0 to \$87.00 per month.

Vision Care: A plan is available with a cost of \$2.00 per month.

Flexible Spending Arrangement (FSA): Medical and dependent care reimbursement accounts are available

Benefits Continued

Disability Insurance: The City provides long-term and short-term disability plans for all full-time management employees at no cost to the employees.

Life Insurance: A life insurance policy of \$101,000 for employees, and \$5,000 for each dependent is provided at no cost.

Tuition Reimbursement: Employees are eligible for tuition reimbursement up to \$1,600 per fiscal year for job related or professional development courses after 120 days of employment.

Deferred Compensation Program: Employees may defer a portion of their salary into a 401(k) tax-sheltered account. The City will match an employee's contribution up to \$58 per pay period. Employees may also participate in a 457 plan.

Annual Leave: Employees accrue 208 hours per year for the first five years of employment, and 248 hours per year after five years, and 260 hours per year after ten years. Annual leave combines vacation and sick leave.

Holidays: Eleven (11) paid holidays per year, paid at eight (8) hours each. One (1) paid (8-hour) floating holiday per year (not to be carried over).

Selection Process

All applications will be reviewed. Admission to appear before an Oral Appraisal Board may be limited to those whose applications demonstrate the best combination of qualifications in relation to the requirements and duties of the position. A written or performance examination may be administered. The qualifications and requirements stated on this announcement represent only the minimum required to file an application. (Although candidates may meet the minimum qualifications listed, an interview is not guaranteed.)

Applicants seeking Veteran's Preferences must submit form DD214 along with their application.



Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

TO APPLY: A City of Simi Valley application form and supplemental questionnaire must be completed. Resumes will not be accepted in lieu of the City's employment application. This recruitment is open on a continuous basis and may close at any time. The first review of applications will occur on October 25, 2016. Additional reviews may occur until the position is filled.

Application forms may be obtained from:

City of Simi Valley, Human Resources
2929 Tapo Canyon Road
Simi Valley, CA 93063
(805) 583-6743
or visit our website at:

www.simivalley.org

**An Equal Opportunity Employer Encouraging
Workforce Diversity**

All aspects of employment and promotion shall be without regard to actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation.

The provisions of this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
Workers' Compensation Supervisor

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to this position. Resumes will not be accepted in lieu of this form.

Please answer the following questions using a separate sheet of paper. Print or type your responses and be as concise and specific as possible in your answers.

1. Please describe your increasingly responsible professional and administrative experience in a self-insured or self-administered workers' compensation program. Please include where (employer) and when (dates) you obtained this experience.
2. Describe your lead or supervisory experience. Please include where (employer) and when (dates) you obtained this experience.
3. Please list related certifications that you possess (i.e. Self-Insurance Administration Certificate).

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

"I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge."

Print Name

Signature

Date