

Date Posted: 10/01/12

**University of Houston  
Graduate College of Social Work  
JOB OPPORTUNITY POSTING**

**Job Title:** Worker's Compensation Claims Supervisor

**Employer/Agency:** Contra Costa County

**Job Description:** The Contra Costa County Administrator's Department is recruiting individuals to fill the Workers' Compensation Claims Supervisor position in the Workers' Compensation Claims Unit of the Risk Management division located in Martinez, CA. This position supervises the work of Workers' Compensation Claims Adjusters in analyzing, reviewing, investigating, and adjusting claims filed by employees for Workers' Compensation benefits; and handles the more complex claims filed by employees for Workers' Compensation benefits.

This classification reports directly to the Assistant Risk Manager, Workers' Compensation

**Qualifications:** **License Required:** Possession of a valid California Motor Vehicle Operator's License. Out of state valid Motor Vehicle Operator's License will be accepted during the application process.

**Certification:** Possession of a Self-Insurance Administrator's Certificate issued by the Department of Self Insurance Plans or be certified as an "experienced workers' compensation claims adjuster in accordance with Title 10 of CCR 2592 having at least five years within the past eight years of on-the-job experience adjusting California workers' compensation claims or supervising claims adjusters handling California workers' compensation claims and is designated as an experienced claims adjuster by an insurer.

**Education:** Possession of a Baccalaureate degree from an accredited college or university with a major in business or public administration, insurance, finance or a closely related field.

**Substitution for Academic Major:** One (1) additional year of qualifying experience of the type noted above may be substituted for the required academic major.

**Experience:** Five (5) years of full-time (or the equivalent of full-time) professional experience as a Workers' Compensation Claims Adjuster or equivalent classification, at least two (2) years of full-time employment

experience must have been in a supervisory capacity; **OR** two (2) year's experience as a Senior Workers' Compensation Claims Adjuster that provides lead or supervisory direction to Workers' Compensation Claims Adjusters and clerical staff in Contra Costa County or in an equivalent classification will substitute for the required two (2) years of supervisory experience.

**Salary/Hours:** \$68,259.36 - \$82,969.68 Annually

**Employer/Agency:** Contra Costa County  
**City, State, Zip:** Contra Costa County, California

**Application Method:** **Application Filing:** Applicants are encouraged to apply on-line at [www.cccounty.us.hr](http://www.cccounty.us.hr), or, a completed Contra Costa County application and Supplemental Questionnaire must be received or postmarked by the final filing date listed above. Faxed applications WILL NOT be accepted. Resumes may not be substituted for the official County application. An application and Supplemental Questionnaire may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application and Supplemental Questionnaire can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see additional locations to apply on the reverse side of this announcement.

**Opening Date:** Immediate

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you***