



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: Claims Investigator

QUALIFICATIONS:

1. A Bachelors Degree with a preference in an area of business, insurance, risk management **OR** An Associates Degree in Criminology or Law Enforcement Science **OR** five years experience in investigative law enforcement, claims adjusting or related field.
2. A 6-20 or 5-20 Florida all-lines adjusters' license is desirable.

PHYSICAL REQUIREMENTS: Light Work

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Performs field and telephone investigations and makes disposition recommendations of assigned property, casualty (general liability, auto liability, other), workers' compensation, health or other types of claims or related matters assigned for handling.
2. Obtains in person or telephonic written or recorded statement from claimants, insureds, witnesses or other parties for claims or potential claims against the School Board's Self-Insured Liability, Workers' Compensation, Property or Insured Programs.
3. Coordinates with the Self-Insured Third Party Administrator in the reporting of new claims, status of existing claims, establishes a plan of action to effectively settle, deny, defend and conclude these claims.
4. Attends hearing and trials, and provides testimony as necessary for litigated liability (tort) and workers' compensation claims at the direction of the Risk Manager as necessary.
5. Coordinates the actual placement of employees injured on the job and covered by the Self- Insured Workers' Compensation Program to an appropriate modified position (light duty) when an employee is released to restricted other than full duty status by the authorized physician. Manages the status of these employees, makes the necessary reports and communications to all affected departments, and TPA to insure the appropriate payroll and benefits are provided. Assists in returning these employees to full time, permanent work status.
6. Provides property, liability, workers' compensation and other claims reporting and managed care training.
7. Authorizes the appropriate initial workers' compensation medical treatment for employees injured on the job; advises the TPA of the authorized treatment, coordinates the follow-up treatment with the appropriate school, and TPA; provides the necessary communications to insure that the proper benefits and payroll are provided.
8. Investigates and obtains the School Board's subrogation, restitution, contribution or other rights of recovery. Maintains records for these recoveries.
9. Processes the Motor Vehicle Reports (MVR) requests for designated drivers; handles finding with the requester; maintains records of these requests.
10. Performs on site investigation of accidents involving injuries or damages or possible injuries or damages to employees, students, the public, (others) or School Board property. Determines the cause of the accident or loss, the extent of the injury or damages involved, makes the appropriate report of finding including initial and follow-up reports to excess carriers.
11. Investigates and cooperates with local law enforcement, state and federal agencies involving restitution or fraud matters. Coordinates the recovery or community service involved.

12. Routinely:

- a. Investigates and adjusts to a conclusion any Property, Casualty, Worker's Compensation, Health or allied claims assigned.
 - b. Coordinates the placement, necessary changes, status monitoring, appropriate departmental reporting, inventory management of all injured employees released to a modified work status other than full duty.
 - c. Prepares written and verbal reports on claims assigned, evaluates and make recommendations for claim settlements, denial and defense handling
 - d. Negotiates with claimants, attorneys, and school Board personnel in the adjustment settlement or denial of assigned claims, coordinates effectively with the School Board's existing Third Party Claims Administrator (TPA) to insure proper handling.
 - e. Obtains written recorded statements from claimants, insured's, and witnesses.
13. Performs other such duties as may be assigned by the Risk Manager.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. 12 months. Paygrade as established by the School Board in Current Salary Schedule.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Date: James Michael
Reviewed by Dept. of Human Resources

APPROVAL
Date: OCT 8 2013
Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer