

**CITY OF SAINT PAUL**  
invites applications for the position of



## **Senior Workers Compensation Claims Processor - EXTENDED**

[www.stpaul.gov/jobs](http://www.stpaul.gov/jobs)

**OPENING DATE:** 11/21/16

**CLOSING DATE:** Continuous

**SALARY:** \$21.46 - \$29.18 Hourly  
\$44,636.80 - \$60,694.40 Annually

**JOB TYPE:** Full Time

**DEPARTMENT:** Human Resources

**VACANCIES:** 1

### **GENERAL DUTY STATEMENT:**

Performs expert-level work of a complex nature including planning, organizing, and conducting workers compensation claims investigations which requires independent judgment and specialized knowledge of workers compensation processes and procedures, files all necessary forms per State statute, maintains State and unit timelines, and coordinates, monitors, and approves medical treatment on lost time claims. Performs related duties as required.

### **INFORMATION REGARDING THE CURRENT POSITION:**

The current full time position is located in the City Hall Annex working for the Human Resources department in the Risk Management division. **You must have two or more years of workers compensation advanced-level claims experience to meet the minimum qualifications for this position.**

Essential Functions are the functions that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation. The Essential Functions for this position are identified in the Supplemental Information section of the [Senior Workers Compensation Claims Processor Job Description](#).

### **REQUIREMENTS:**

A high school diploma or General Education Diploma and two years of workers compensation experience within the last five years, including progressively more complicated claims, is required.

### **Preferred Qualifications**

Post secondary education is preferred. Post secondary education may be college course work, or it may be workers compensation or other claims-related seminars and course work.

Preference may be given to those applicants who have completed claims-related certificate programs. Proof of program completion shall be provided. Specific programs include, but are not limited to, AIC (Associate in Claims), ARM (Associate in Risk Management), and CPCU (Chartered Property and Casualty Underwriter).

### **BY CLOSING DATE, YOU MUST:**

1. Submit a City of Saint Paul online application, including answers to the Supplemental Questionnaire.  
**You will not be able to submit your application without these documents attached.**

2. Upload or submit the following required document(s) via the online application system, mail, in person, email, or fax. (Zip files and web links will not be accepted. Each uploaded attachment is limited to 10MB.)
  - a. A legible copy of your proof of education (unofficial transcript is acceptable), if applicable to meet the preferred qualifications, and
  - b. A legible copy of certificate(s) from a claims-related certificate program, if applicable to meet the preferred qualifications

**SELECTION PROCESS INFORMATION:**

The selection process will include a pass/fail Qualifications Rating which is an assessment of your completed application, answers to the Supplemental Questionnaire, and your resume (required). Be as specific and detailed as possible in completing your application and any attachments. You must submit your completed application, supplemental questionnaire and any attachments by the application deadline.

**GENERAL INFORMATION:**

**Open Job Posting:** This posting is open to anyone who meets the position requirements.

**Eligible Lists:** Eligible lists typically are created from the pass/fail Qualifications Rating. Those who pass the rating will be placed on an eligible list for approximately one year. Hiring managers may interview/hire anyone from the list.

**Final Section Process:** A Hiring Manager will consider applicants placed on the list of eligible candidates. You will be notified if you are invited to participate in the final selection process which may include an interview, job simulation, work sample submission, or other evaluation method.

**Human Resources Contact Information:**

Diane Turnbull at 651-266-6506  
200 City Hall Annex  
25 West Fourth Street  
Saint Paul, MN 55102  
Fax: 651-266-6490  
E-mail: [jobs@stpaul.gov](mailto:jobs@stpaul.gov)

**To refer back to this information, we recommend you print this job posting before you apply.** For technical assistance regarding the online application, please call **1-855-524-5627** during regular business hours.

**Veteran's Preference:** If you are a veteran and would like to receive Veteran's preference in accordance with MN Statute 197.455, you must submit a photocopy of your DD214 preferably at time of application. [Click here for More Information.](#)

The City of Saint Paul is an equal opportunity/affirmative action employer. Veterans, women, persons of color, members of the LGBT community, and individuals with disabilities are strongly encouraged to apply.

**An Affirmative Action Equal Opportunity Employer**

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SUBMIT APPLICATIONS AND ADDITIONAL MATERIALS ONLINE:  
<http://www.stpaul.gov/jobs/jobs>

Office of Human Resources: 651-266-6500

Exam Number# 16-00612  
SENIOR WORKERS COMPENSATION CLAIMS PROCESSOR -  
EXTENDED  
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**Senior Workers Compensation Claims Processor - EXTENDED Supplemental Questionnaire**

- \* 1. The information you provide related to your education, training, and experience is subject to verification. Work experience must be documented in your application. Giving false information or not providing the required documentation listed in the job announcement will result in disqualification from this examination. The information I provide in my application and answers to the supplemental questions is true and accurate.  
I understand and agree
- \* 2. This position requires two years of current workers compensation claims experience (including progressively more complicated claims). How many years of full time professional workers compensation claims experience have you had within the last five years?  
None  
Less than one year  
More than one year but less than two years  
Two years or more
- \* 3. The following questions are part of the Qualifications Rating. Each of your answers will be evaluated and scored. Be sure to answer all questions by providing detailed information, and attach all required documentation. I understand that my answers to the following questions may be viewed by the Hiring Manager.  
I understand
- \* 4. Describe your experience, education, training, and certifications as it relates to this position: a) Please list any degree(s), workshops, seminars, training courses and dates of such courses (if known), and certifications. b) Please list each position held, your title, specific duties, and length of the experience in years and/or months.
- \* 5. Describe your experience or/and knowledge in detail working with the following: a) Researching a statute affecting a workers compensation claim b) Workers Compensation Reinsurance (WCRA), specifically Interim Status reporting, Initial Claims reporting, and Reimbursement reporting c) Risk Management Information Systems (RMIS) d) Microsoft Office Suite
- \* 6. Describe your experience working with others of different cultural or ethnic backgrounds other than your own. How have you fostered a work environment based on mutual respect in the workplace?
- \* 7. How did you first find out about this position?  
City of Saint Paul website  
City of Saint Paul employee  
City of Saint Paul job interest card  
City of Saint Paul walk-in  
City of Saint Paul Posted! newsletter  
City of Saint Paul gov.delivery notifications  
Friend or family member  
League of Minnesota Cities website  
Governmentjobs.com website  
LinkedIn  
Facebook  
Twitter

- Indeed.com website
- Pollen website
- MinnesotaWorks.net
- Newspaper
- College or University
- Community organization
- Job fair
- Professional association
- Other

8. Please specify where you heard about the position (e.g., specific organization/website name, City of Saint Paul employee name).

\* Required Question