



CSAC Excess Insurance Authority

EMPLOYMENT OPPORTUNITY

LIABILITY CLAIMS SPECIALIST

One of the CSAC EIA's greatest assets is its staff. EIA employees are smart, creative, hard working, and passionate individuals working in areas ranging from loss prevention, claims administration, information technology, accounting, and risk pool administration. Working here requires energy, commitment, and teamwork. We are looking for an individual who shares these values to join the EIA team.

About CSAC Excess Insurance Authority

The EIA is a joint powers authority of California public entities, which was established in 1979 to provide insurance and risk management services to California's counties. Since then, our membership has expanded beyond the counties to include numerous other public agencies such as cities, schools, joint powers authorities, fire districts, etc.

The EIA operates various risk-sharing pools, which provide insurance and risk management services to its members for lines of business including workers' compensation, general liability, property, medical malpractice, and employee benefits.

About the Position

The Liability Claims Specialist will, under the general direction of the Liability Claims Manager, maintain a case load of Primary General Liability claims and some low exposure claims from the Excess Programs; monitor reserves and case statuses to ensure compliance with applicable caseload requirements; present claims to the Primary General Liability Committee for settlement authority; update information concerning claims and maintain claims files; prepare correspondence; generate requisite reports from claims files; contact member agencies or TPAs concerning claims status and information; moderate webinars; identify files for closure and do related work as required.

Desirable Qualifications

The ideal candidate will have an Associates' Degree and two years of increasingly responsible work experience in insurance claims adjusting, reporting, management and settlement work.; or, an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Skills include:

- Strong working knowledge in Microsoft Office including Word and Excel
- Experience working with a RMIS system (SIMS, Valley Oaks, iVOS, etc.)
- Basic knowledge of recordkeeping principles
- Ability to set priorities and handle multiple projects simultaneously
- Ability to handle basic arithmetical calculations
- Good presentation skills
- Ability to establish and maintain effective working relationships and good public relations with other employees, agencies, members, and the public

- Completion of specialized educational training and courses related to insurance claims adjusting, reporting, settlement, and management are highly desirable
- Public agency claims experience is highly desirable

Physical Requirements

Physical requirements of this position typically include: sitting for long periods of time, reaching, fingering, grasping, kneeling, talking, hearing, seeing, repetitive motions, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move. Some travel may be required.

Salary and Benefits

The hiring salary range for this position is \$5,176 - \$6,211 per month. A generous benefit package is provided including Public Employees Retirement System (PERS); a Section 125 Cafeteria Plan with coverage options including health, dental and vision; long-term disability and short-term disability insurance; life insurance; optional deferred compensation program; and sick and vacation leaves. As a PERS participant, EIA employees are exempt from paying Social Security except for the Medicare portion of the cost.

Application Procedure

Interested persons must submit a resume and a completed application to the Human Resource Manager at CSAC Excess Insurance Authority by Monday, September 28, 2015. Please visit our website at www.csac-eia.org to obtain an application. **Please submit applications to abateman@csac-eia.org.**