



CSAC Excess Insurance Authority

EMPLOYMENT OPPORTUNITY

Workers' Compensation Claims Assistant

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 Workers' Compensation Claims Assistant will, under the supervision of the Workers' Compensation Manager, provide assistance for the WC Claims Specialists in all aspects of the WC Claims Department and will do related work and general office backup and assistance, as required.

The Workers' Compensation Claims Assistant will: input data into the Authority's Risk Management Information System (RMIS); update current records as necessary; calculate and update financial data in claims system; generate requisite reports from the claims data files; reconcile claim reimbursement requests; request reimbursement from reinsurers/excess carriers as necessary; assist with the preparation and distribution of the agenda for committee meetings; maintain information and records of committee actions and recommendations; contact member counties and/or their claims administrators concerning the status of claims and information requirements; prepare correspondence related to claims assignments. The general back-up and assistance for Authority office duties includes; opening, distributing, and routing mail; assisting with the preparation and distribution of agenda packets for Board and Committee meetings; answering the telephone; organizing material and preparing general agency mailings; performing a variety of office support assignments; attending meetings and conferences as required.

Desirable Qualifications

- Proficient in Microsoft Office including Word and Excel (experience working with RMIS system desired)
- Experience in office setting with computers, copy machines, fax machines and telephone systems

- Ability to set priorities and handle multiple projects simultaneously
- Ability to handle basic arithmetical calculations
- Ability to establish and maintain effective working relationships and good public relations with other employees, agencies, member counties and the public
- Ability to compose professional business correspondence
- Some workers' compensation claims experience is desirable

Physical Requirements

Physical requirements of this position typically include: reaching, grasping, 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.

Licensing Requirements

A valid California Driver's license is required. Proof of auto insurance with no exclusion for business use is required.

Salary and Benefits

The hiring salary range is \$3,680 - \$4,416 per month. A generous benefit package is provided including Public Employees Retirement (PERS) health benefits, dental, vision, long-term disability, short-term disability, life insurance, PERS retirement, deferred compensation program, sick leave, vacation leave and section 125 cafeteria benefits. EIA employees do not pay into 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 Resources Manager at CSAC Excess Insurance Authority by Friday, January 15, 2016. Please visit our website at www.csac-eia.org. Please send all applications to abatement@csac-eia.org. **Only those applicants who submit a completed application packet will be considered for the position.**