

## COUNTY OF COOK



**Bureau of Human Resources**  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0083  
Job Title: Claims Manager – Worker’s Compensation  
Salary Grade: 23  
Bureau: Finance  
Department: Risk Management  
Dept. Budget No. 008  
Position I.D. 9500074  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Manages and directly oversees the Worker’s Compensation Division and its eight employees which are involved with serving all Cook County employees who are injured on the job. This division is engaged in reviewing and processing claims and ensuring that efficient and effective methodologies, protocols and procedures are followed in order to dispose of each case and maintain a thorough record for litigations of such. Reports directly to the Director of Risk Management to discuss and develop policy, protocols and objectives of division. Responsible for maintaining the overall confidentiality of all records and consulting with State’s Attorney’s Office relative to possible litigation and settlements in these matters.

#### **Key Responsibilities and Duties**

Directs and assumes responsibility of all staff and functions of the Worker’s Compensation Division of the Department of Risk Management. Ensures proper coordination of services representing the interests of employees of Cook County.

Supervises and trains staff to assure the enforcement of policies, procedures and new work methods.

Consults with Risk Manager, County Commissioners and other County Officials to develop policy, goals and objectives.

Assesses and evaluates the needs of Worker’s Compensation Unit in relation to budget preparation for each fiscal year.

Prepares financial and statistical reports for Director of Risk Management, President of the County Board and County Commissioners.

Ensures effectiveness and efficiency of the Cook County Worker's Compensation Program.

Intervenes with clients and their counsel to discuss dispositions of cases.

Confers with medical providers as well as other agencies and County departments as needed.  
Ensures medical necessity and legitimacy of claims as well as to ensure proper medical care of employees.

### **Knowledge, Skills and Abilities**

Extensive knowledge of Worker's Compensation Act of the State of Illinois.

Skill in coordinating various staff and elements involved in the management of a Worker's Compensation program.

Ability to supervise, guide and direct staff.

Knowledge of elements pertaining to Worker's Compensation cases.

Effective verbal and written communication skills.

Skill in the application and use of personal computers.

Ability to apply analytical skills in financial management for review of costs relative to Worker's Compensation.

Skill in investigating to assure proper presentation for discovery of existing risks.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience administering or adjusting worker's compensation claims **OR** equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree in Business Management, Accounting, Public Administration or Human Resources.

Five years' experience administering or adjusting worker's compensation claims.

Prior supervisory or managerial experience.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**