



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0407

MANAGER, RISK MANAGEMENT/WORKERS COMPENSATION PROGRAM

GRADE M

SCOPE OF WORK:

Work involves responsibility for managing a workers compensation program for all state agencies, including an interagency return-to-work program

DUTIES PERFORMED:

- Manage a single workers compensation account with a deductible.
- Coordinate and monitor an interagency return-to-work program.
- Determine and monitor the premiums to be paid by state entities for workers compensation coverage based on experience rates.
- Evaluate need for an excess program.
- Establish programs based on guidelines and communicate these programs to all state entities.
- Oversee state employee claims for requests of workers compensation benefits.
- Monitoring the medical records and care received by state claimants.
- Prepare and process correspondence.
- Respond to inquiries from injured workers, hiring agencies, attorneys, providers, consultants and others internal and external to Risk Management - Workers Compensation.
- Assist in the completion of special projects as assigned.
- Keep abreast of and monitor all activities relating to this program.
- Perform activities as mandated by the programs to accommodate changes.
- Provide testimony at legislative hearings.
- Visit participating agencies to train, educate, and promote loss control.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a business, health care, legal, education, or behavioral science field, and two years of related work experience. Work experience will be considered related if a review of information submitted at the time of application clearly shows that the work is substantially the same as the work required to be accomplished.

Eff. Date: 7/01

Rev. Date 1/06

Rev: 7/12 – Conversion to Hay System