



EMPLOYER PREMIUM COMPLIANCE SPECIALIST
GRADE L

SCOPE OF WORK:

Work involves identifying and ensuring compliance by employers subject to Workforce Safety and Insurance (WSI) laws and administrative rules.

DUTIES PERFORMED:

- Follow-up on employer referrals from various sources.
- Lead investigations of identified employers; research and interview employers; and make determinations of necessary coverage and non-compliance.
- Review employers' financials, records, and operations to determine if the significant contacts threshold is met.
- Determine the accuracy of previously reported employee, payroll and classification information.
- Underwrite new applications for non-compliant employers; determine classification of employer or contractor; complete application; determine hazard and risk exposure; and determine appropriate rate classes, premiums, interest, and fees.
- Collect payments from non-compliant and delinquent employers, determine penalty structure and create billings, collect payments, negotiate penalties and interest within authority level.
- Consult with Special Investigations Unit and Legal department staff.
- Assist or make recommendations regarding criminal or civil actions; testify as needed.

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:

Bachelor's degree in business or public administration, accounting, economics, or closely related field, and three years of professional work experience in auditing, underwriting, or investigations that included interpretation of guidelines, laws, rules, regulations, or policies; conducting research; and making decisions. Additional work experience as described may substitute for the degree requirement on a year-for-year basis.

Eff. Date: 8/13

Rev: 3/16 - Update of minimum qualifications