



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 4290

**MANAGER, DECISION REVIEW OFFICE
WORKFORCE SAFETY & INSURANCE**

GRADE N

SCOPE OF WORK:

Work involves managing the Decision Review Office which is responsible for administering the Workforce Safety & Insurance alternative claim dispute resolution program.

DUTIES PERFORMED:

- Develop and administer assigned program; develop and monitor program goals, objectives, policies, and guidelines; provide interpretation or explanation of policies and standards relating to program; ensure compliance with related guidelines, rules, laws, regulations.
- Select, evaluate, manage, and train staff; assign work; develop and implement work standards and performance measures.
- Develop and manage department budget.
- Collaborate with appropriate stakeholders; provide program consultation to stakeholders.
- Conduct formal claim file reviews and evaluate claim merit.
- Prepare, present, and/or disseminate education and informational materials.
- Conduct research and collect and analyze data; conduct trend analysis of data in support of the overall evaluation of the program.
- Prepare required reports and related administrative documentation of program activities.
- Prepare and provide legislative testimony regarding program as needed.
- Review and respond to program audits.

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 business or public administration or a closely related field, and three years progressively more responsible work experience that included management of staff and budget responsibility.

Eff. Date: 9/09

Rev: 7/12 – Conversion to Hay System

Rev: 9/12 – Reviewed class and factoring by the Job Evaluation Committee resulting in grade change.