

**Title:** Sr. Workers' Comp. Analyst

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## **I. JOB SUMMARY**

The position is responsible for managing multistate claims by working closely with claimants, adjusters, attorneys, investigators and other service providers to make sure claims resolve in an expedited and appropriate manner. Act as a liaison to help production clients and injured workers successfully navigate through the claim process. Provide support on issuing insurance certificates and provide support of the company's various cost mitigation initiatives.

## **II. ESSENTIAL & ADDITIONAL RESPONSIBILITIES**

- Engagement in claim adjudication to direct claim activities that lead to outcomes that mitigate claim costs and support optimum claims handling.
- Review and provide recommendations on the adequacy of initial and ongoing case reserves and settlements.
- Review and approve adjuster notifications/consults based on triggers outlined in account instructions.
- Ability to identify of adverse claim trends and execution of interventional strategies.
- Provide Monthly updates on claims involving corporate employee, subrogation potential and Serious & Willful/132a allegations.
- Advise Management on the status of significant new claims, material changes in existing claims, and issues that require escalation.
- Evaluate the effectiveness and impact of outside Claim Consultants.
- Provide Monthly updates on outcomes and results of pre-determined key performance measurements.
- Review and approve production company's Certificate of Insurance for compliance with insurance requirements.
- Provide insurance and workers compensation support to internal and external clients.

## **III. EDUCATION & EXPERIENCE**

- College degree preferred
- Associate in Risk Management (ARM) designation preferred
- Minimum of five years progressive Workers' Comp experience in claim management or adjusting role and two years of Supervisory experience preferred.

## **IV. KNOWLEDGE, SKILLS & ABILITIES**

- Strong knowledge of Work Comp laws, policies, practices and terminology.
- Requires inquisitive nature, analytical and problem-solving skills, and ability to investigate to determine facts.
- Excellent verbal and written communication and management skills.



## Job Description

- Must be comfortable with a variety of software programs.
- Must be able to multi-task, handle a high volume of calls, faxes and emails, prioritize work, and meet deadlines.
- Requires sitting for prolonged periods of time, extensive computer input, some squatting and bending, minor servicing of printers, fax machines and copiers, and must be able to lift 15 lbs.

Email resumes to [gdiamond@ep.com](mailto:gdiamond@ep.com)