



## **JOB ANNOUNCEMENT**

UW SYSTEM ADMINISTRATION  
Office of Risk Management

### **WORKER'S COMPENSATION EXAMINER**

Madison, WI

The [University of Wisconsin System](#) is one of the largest systems of public higher education in the country and employs more than 39,000 faculty and staff statewide. The UW System's combined enrollment headcount exceeds 170,000, and the System confers more than 36,000 degrees each year. The UW System is comprised of 13 campuses affiliated with seven of the four-year institutions. Two of the universities (UW-Madison and UW-Milwaukee) are doctoral degree-granting institutions and 11 are master's degree-granting comprehensive institutions. The UW System is governed by a single Board of Regents comprised of 18 members. The UW System head is the President of the System. Together, these institutions are a tremendous academic, cultural, and economic resource for Wisconsin, the nation, and the world.

The [Office of Risk Management](#) is dedicated to providing the UW System with a worker's compensation benefit program that pays for medical treatment and wages lost due to injuries or illnesses that happen at work. This includes establishing policies to ensure the preservation of System assets by the minimization of loss at all institutions. More specifically, the university employee worker's compensation disability claims as part of the claims management operations of the State's Self-funded Worker's Compensation program.

#### **MAJOR RESPONSIBILITIES**

The major responsibilities of this position are as follows:

This is an entry-level position and additional "on the job" training will be provided. Under the close review of the lead Senior Examiner and the supervision of the Risk Manager of the Office of Risk Management in the University of Wisconsin System Administration, this position manages an assigned portion of university employee worker's compensation claims.

- Receive and investigate claims to approve, suspend, or deny claims within the statutory guidelines laid out by Wisconsin Stats. Chapter 102.
- Following compensability determination, issues timely worker's compensation benefits and maintains appropriate case reserves.
- Handle confidential information relating to employee data and medical records
- Recommends appropriate use of third party services such as private investigations, independent medical examinations, and case management services.
- Evaluates the potential for third party lawsuits and notifies all parties of the state's subrogation interests.
- Prepares responses to applications for hearings on disputed claims.
- Assist campuses in the development of early return to work programs, striving to restore the injured worker to a pre-injury health status and gainful employment.

#### **MINIMUM QUALIFICATIONS**

To be considered for this position, applicants **must** have:

- Excellent written and verbal communication skills
- Proficient use of Microsoft Office Products
- Excellent customer service skills
- Ability to analyze difficult problems and make independent judgments

#### **PREFERRED QUALIFICATIONS**

- Experience with claims management
- Knowledge of business mathematics
- Desire to understand and administer relevant worker's compensation law and return to work programs.

#### **CONDITIONS OF EMPLOYMENT**

This position is a full-time, hourly (nonexempt) University Staff position. Well-qualified candidates can expect a starting annual salary within a range of \$45,000 to \$55,000, commensurate with the candidate's education, related experience, and qualifications. UW System employees receive an excellent benefit package. To learn more about the UWSA comprehensive benefit package, please access [ALEX](#), the UW System's on-line virtual benefits counselor. In addition to ALEX, you can read our benefit summary guide: [Summary - University Staff](#). Furthermore, the [UW System Total Compensation Estimator](#) is a tool designed to provide you with total compensation information.

#### **SPECIAL NOTES**

The UW System conducts criminal background checks for final candidate(s). It will also require you and your references to answer questions regarding sexual violence and sexual harassment. The UW System is engaged in a [Title and Total Compensation \(TTC\) project](#) to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same.

#### **APPLICATION INSTRUCTIONS**

**To ensure full consideration, please submit application materials as soon as possible. Applicant screening will begin immediately and be ongoing through Sunday, January 26, 2020.** However, applications may be accepted until the position has been filled.

1. Go to the UWSA Applicant Portal to submit your materials online. The web address is: <https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/>
2. Select the appropriate applicant portal, either [External Applicants](#) or [Internal Applicants](#).
3. Locate the position you want to apply for and click on the position.
4. Follow the onscreen instructions; be sure to upload **ALL THREE** of the required documents: resume, cover letter, and references **as PDF files**. Failing to include any of these documents may disqualify your application. Uploading your documents as PDFs is also critical to maintain the formatting of your documents.
  - a. Your cover letter **MUST** specifically address how your education and experience relate to the position and qualifications. Be sure to emphasize the areas outlined under "Minimum Qualifications."
  - b. Your reference page should include the names, addresses, e-mail addresses, and phone numbers for three professional references **with at least one being from your current supervisor**.
5. Include a statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence. *The UW System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).*

6. Submit your application.

*The University of Wisconsin System Administration is an affirmative action/equal opportunity employer and actively seeks and encourages applications from women, minorities, and person with disabilities.*

Questions may be addressed to: Lori Fuller, Senior Human Resources Manager; UW System Human Resources; at [lfuller@uwsa.edu](mailto:lfuller@uwsa.edu) or at (608) 263-0847.