

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SENIOR LIABILITY CLAIMS REPRESENTATIVE - 1044**

**DEFINITION:**

Under direction, to perform the most difficult and complex claims adjustments related to the City's public liability programs; to lead the work of other professional public liability claims representatives; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Investigates, adjusts, and settles the most difficult, complex, and sensitive bodily injury, personal injury, and property damage claims filed against the City;
- Evaluates property damage and bodily injuries to determine extent of the City's liability;
- Estimates settlement value if City liability exists;
- Reviews accident and injury reports;
- Interviews and corresponds with claimants, witnesses, physicians, and attorneys;
- Approves or recommends denial of claims;
- Negotiates settlements;
- Prepares comprehensive investigative reports;
- Represents the City in small claims actions, mediations, and settlement conferences;
- Assists in the preparation of cases for litigation;
- Performs cost recovery investigations regarding injury to City personnel;
- Handles projects related to the maintenance of the City's insurance portfolio;
- Facilitates liability evaluations;
- Conducts risk studies and special projects;
- Maintains monetary reserves;
- Handles settlements within assigned monetary authority;
- Works with the City Attorney's Office regarding Liability Claims Administration Standards (PRISM);
- Performs cost recovery and subrogation investigations;
- Ensures adherence to insurer reporting guidelines;
- Leads the work of professionals and paraprofessionals;
- Coordinates training programs and large projects.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Three years of full-time professional experience in the investigation, adjustment, and settlement of general and/or automobile liability claims involving bodily injury, personal injury, or property damage claims which must include at least two years of full-time experience handling claims covered by California law. Qualifying professional experience must include the authority for approval of settlements and denial of claims.