

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING LIABILITY CLAIMS REPRESENTATIVE – 1045

DEFINITION:

Under direction, to supervise a professional staff and participate in the administration of the City's public liability claims and public liability loss recovery programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews, manages, and adjusts highly complex and sensitive bodily injury, personal injury, and property damage claims filed against the City;
- Negotiates settlements with claimants and their attorneys;
- Establishes work standards and procedures;
- Ensures compliance of the City's programs with applicable legal provisions;
- Recommends methods to reduce or eliminate potential losses and risks to the City;
- Reviews claim denials recommended by subordinates;
- Establishes monetary reserves for cases;
- Interviews and corresponds with claimants, witnesses, physicians, and attorneys;
- Collects data for risk studies and insurance applications;
- Estimates settlement value of claims;
- Prepares written reports;
- Serves as liaison with City departments and the City Attorney's Office;
- Assists in preparing cases for litigation;
- Works with the City Attorney's Office regarding Liability Claims Administration Standards (PRISM);
- Provides training to staff;
- Prioritizes and assigns work;
- May manage and adjust the most complex and sensitive cases;
- Reviews and evaluates the work performance of subordinates.

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>.

Four years of full-time professional experience investigating, adjusting, and settling general and/or automobile liability claims involving bodily injury, personal injury, or property damage at a level of responsibility equivalent to a Liability Claims Representative II with the City of San Diego.

- * **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.