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Idaho
State Government

Idaho Industrial Commission

700 S. Clearwater Lane
Boise, Idaho
83712

WEBSITE:

www.iic.idaho.gov/

**If you have questions,
please contact us at:**
(208) 332-7555

EMAIL:

iichumanresources@iic.idaho.gov

Non-Classified Opening

Worker's Compensation Program Analyst / Benefits Administration Supervisor

Non-Classified Classification

[Idaho Industrial Commission](#)

Open for Recruitment: December 27, 2016 - January 18, 2017

Announcement # NONCLS010480

Salary Range: \$25.00 to \$29.00/HR DOE [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

THIS POSITION REQUIRES 10% TRAVEL

RESPONSIBILITIES INCLUDE: The Program Analysts are responsible for oversight of the worker's compensation program to include: establishing cooperative working relationships with in-state and out-of-state claims administrator managers to ensure top-down compliance with the Idaho Worker's Compensation Law; negotiate with stakeholders to reach agreement on the administrative processes required to meet requirements; auditing and analyzing worker's compensation sureties, claims administrators, and self-insured; presenting findings, deficiencies, and recommendations for improvement to management and stakeholders; providing training to constituents groups both in-state and out-of-state; and providing technical assistance internally and to claims administrator managers and their attorneys. May serve as the Commission's Records Management Coordinator.

Develops overall audit plan in conjunction with the Benefits Administration Manager; defines audit purpose, scope, objectives, time frames, and resources in order to complete audits in an effective and timely manner; and conducts site and desk audits as indicated to ensure compliance.

QUALIFICATIONS:

- Four-year college degree;
- Knowledge of insurance, legal, and medical terminology relating to worker's compensation or other medical claims;
- Experience supervising professional staff;
- Experience analyzing information and researching a variety of sources to identify and resolve problems or issues preferred;
- Experience interpreting, explaining, applying laws, regulations, and complex policies;
- Experience in dispute resolution and problem-solving (mediation experience a plus);
- Experience in positions that require accuracy, attention to detail, and good

time management skills;

- Good computer skills (experience with MS Word, Excel, and Outlook preferred) and;
- Strong verbal and written communications skills including experience conducting group presentations.

For this position, extra consideration will be awarded if the following can be demonstrated:

- Veteran Status
- CPCU Designation
- Mediation/Negotiation Experience

APPLICATION AND EXAMINATION: Mail or deliver a cover letter and a résumé outlining experience and education to:

Ms. Dani Spurny, Human Resources
Idaho Industrial Commission
700 S. Clearwater Lane
Boise, Idaho 83712

Application materials (résumé and cover letter) must be postmarked or delivered no later than **Wednesday, January 18, 2017**. These materials will be reviewed to select the most highly qualified candidates to participate in the interview process.

To request any needed accommodation to participate in the application and/or interview process, please call (208) 332-7555 or TDD 1-800-950-2110.

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.