Class Code: 00639

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

DEPUTY WORKERS COMPENSATION COMMISSIONER

DEFINITION

Prepares and conducts hearings throughout the State of Iowa concerning workers' compensation claims and counter claims; this includes research and decisions on each case; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Regulates discovery proceedings to facilitate the progress of the contested case and to increase the possibility of settlement by ruling whether discovery depositions will be taken, ruling on interrogatories, motions to produce and compel, etc.

Regulates the course of Workers' Compensation hearings by administering oaths to ensure reliable testimony and following order of proof.

Receives and clarifies evidence presented during the course of a hearing by questioning witnesses and/or attorneys representing claimants or defendants, ruling on objections, hearing offers of proof from the parties in contested case proceedings or hearings on a motion or commutation in order to make an accurate record on which a decision may be based by applying the rules of evidence and civil procedure.

Write decisions/opinions to resolve disputes in contested cases by summarizing relevant evidence, making findings of fact, citing applicable laws and precedents, Administrative Rules/Procedures, and reaching conclusions of law which delineate the evidence relied upon and evidence rejected.

Determines who must pay and extent of costs (i.e., witness fees, deposition and transcript cost, witness mileages, etc.) by issuing a written order at time of case disposition.

Conducts pretrial hearings for contested Workers' Compensation benefit claims through the use of conference phone calls or personal meetings, to review information to be presented at trial, outline areas of agreement and stimulate discussion of settlement between the parties.

Conducts settlement conferences and/or promotes settlement of Workers' Compensation benefit claims prior to hearing by identifying concerns of the parties, reaching a just agreement, and approving settlement papers.

Communicates with attorneys, employees, and insurance companies, either personally or through correspondence, regarding rights, liabilities, and procedures covered by Workers' Compensation Laws.

COMPETENCIES REQUIRED

Knowledge of the general provisions and philosophy of the Iowa Workers' Compensation Law.

Knowledge of the general provisions of federal and state laws and policies pertaining to fields related to Workers' Compensation such as civil procedure, tort laws, contracts, conflict of laws, domestic relations, remedies and evidence and administrative law.

Knowledge of sources of information regarding Workers' Compensation issues and precedent setting cases.

Knowledge of state laws and policies regulating agency activities such as the Administrative Procedure Act, insurance laws and agency rules.

Ability to make litigated case decisions based on fact in an objective manner, free from outside influence.

Ability to analyze and evaluate testimony and evidence in order to render a decision in Workers' Compensation contested cases.

Ability to research, interpret and apply laws, rules, regulations and legal precedent in order to render a decision in Workers' Compensation cases.

Ability to control proceedings and question witnesses to arrive at the essential facts of a case so that decisions can be made in a timely manner.

Ability to interpret and evaluate hospital and medical records, reports and testimonies presented as evidence in Workers' Compensation cases.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited law school, possession of a license to practice law in Iowa, and one year of experience involving contested claims or legal/administrative handling of Workers' Compensation or other insurance compensation claims disputes.

NOTE

Extensive travel is required. Employees must arrange transportation to and from assigned work areas.

Effective: 04/10 CH