NOTICE OF CORRECTION

DATE: 8/11/17               EXAM CODE: 30535KP

This amends the bulletin released 1/1/17.

EXAM TITLE: SENIOR WORKERS’ COMPENSATION INSURANCE REPRESENTATIVE

EXAM BASE: Departmental Open

DEPARTMENT: State Compensation Insurance Fund

LOCATION: Statewide

FINAL FILING DATE: Continuous

The bulletin announcing the above examination is amended as follows:

Final Filing Date: 9/15/2017

State Fund has partnered with the California Department of Human Resources (CalHR) to transition several State Fund-specific exams from statefundca.com to CalHR’s website. The newly developed T&E open continuous exams will be available sometime in October 2017 on the CalHR site. The exam above will no longer be available on statefundca.com beginning September 16, 2017.

We regret any inconvenience this change may cause to candidates who have filed for this examination.

State Compensation Insurance Fund
Human Resources Department
INTRODUCTION

This is a Departmental Open Statewide examination for the State Compensation Insurance Fund.

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at https://www.statefundca.com/careers/CurrentExams.

Interested candidates must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

Candidates, who submit a State Fund Jobs Online exam application, will receive an e-mail containing a confirmation number.

FAXED, E-MAILED, OR HARD COPY STANDARD STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED.
SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark “yes” on Question #2 on the Standard State Application (STD 678) form. You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

OPEN, MERGED eligible list will be established for State Compensation Insurance Fund. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of the test date. **Candidate’s eligibility expires twelve (12) months after it is established.** Competitors must then retake the exam to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination announcement as of the date the exam is taken.

MINIMUM QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirements.

**Either I**

One year of experience in the California state service performing the duties of a Workers’ Compensation Insurance Supervisor I; a Workers’ Compensation Insurance Representative, Range C; a Workers’ Compensation Claims Adjuster, Range C; or a Senior Workers’ Compensation Payroll Auditor. (Applicants who have completed nine months of the required experience will be admitted to the examination but must complete the required experience before they will be eligible for appointment.)

**Or II**

Four years of experience in professional workers’ compensation sales, safety, underwriting, vocational rehabilitation or claims field investigation. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers’ Compensation Insurance Supervisor I; a Workers’ Compensation Insurance Representative, Range C; a Workers’ Compensation Claims Adjuster, Range C; or a Senior Workers’ Compensation Payroll Auditor.)

POSITION DESCRIPTION

This is the super journey level. Relatively few positions will be allocated to this level and then only when the duties of the position are substantially and clearly more complex, varied or responsible than typical sales, safety, underwriting, vocational rehabilitation, claims field investigation, and administrative services positions.

EXAMINATION INFORMATION

**TRAINING & EXPERIENCE (T&E) EXAMINATION – WEIGHTED 100.00%**

The sole component of the Senior Workers’ Compensation Insurance Representative examination will consist of a T&E Examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants are required to respond to the T&E questions provided on this announcement. For each listed knowledge, skill, and ability statement within the T&E examination, applicants will need to provide the following:

1) Identify the one professional reference who can best verify the response you provide for each knowledge, skill, and ability statement (Within the T&E you will have an opportunity to pre-list up to five professional references and from this listing you will identify the one professional reference).

2) Identifying level of proficiency rating and experience rating.

3) Provide a brief narrative example for each knowledge, skill, and ability.

Any knowledge, skill, and ability statement missing a professional reference, level of proficiency rating, or a brief narrative example will not be scored.

All information applicants provide in this examination is subject to verification.

To preview the T&E questions, [Click Here](#)

EXAMINATION SCOPE

Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. General arithmetic skills
2. Interpretation of charts and graphs
3. Mechanical relationships
4. College level vocabulary
5. California laws and those of other states relating to workers' compensation and their interpretation
6. Insurance manual of workers' compensation classes and rates
7. Rating plans
8. State Fund corporate and operating policies and procedures
9. General insurance principles and practices
10. Accident prevention
11. Vocational rehabilitation
12. Rules of evidence and investigation techniques
13. Interpretation of data and reading comprehension

Ability to:
1. Analyze problems and take effective action
2. Read and write English effectively
3. Communicate effectively
4. Maintain good working relationships with those contacted during the course of work
5. Read, interpret, and apply rules, procedures, and policies at a level required for successful job performance
6. Interpret provisions of compensation insurance policies and laws
7. Analyze data
8. Assist employees in accident prevention programs
9. Classify and rate risks accurately
10. Handle the most varied and complex of work assignments
11. Act and make decisions more independently than is required in typical workers’ compensation positions
12. Handle the most sensitive client contacts

SPECIAL PERSONAL CHARACTERISTICS
1. Willingness and ability to travel extensively
2. Ability to qualify for a fidelity bond
3. Possession of a valid driver license

BROWSER/SYSTEM REQUIREMENTS
State Fund’s Jobs Online application supports the following browsers/operating systems:
- Internet Explorer 9 (or newer)
- Google Chrome 35.0.1916.153
- Mozilla Firefox 17.0.1
- Windows 7 (or newer)

It is not recommended that you complete this examination with a smartphone or tablet as it was not designed to be compatible for mobile devices.

Disclaimer: State Compensation Insurance Fund is only responsible for issues within our own system. Competitors experiencing technical difficulties within their own system/equipment (internet loss, power loss, or computer/browser issues, etc.) will NOT be allowed to start the examination again.

If you do experience any of the technical difficulties listed above, you have the ability to log back in to continue.

VETERANS’ PREFERENCE
Veterans’ Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans’ Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans’ Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans’ Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Information on “How to Apply for Veterans Preference” is listed below in the General Information section.

CAREER CREDITS
Career Credits do not apply and will not be granted in this examination.

CONTACT INFORMATION
State Compensation Insurance Fund ● Human Resources ● Phone: 1.800.499.8668

For more information regarding this examination, visit https://www.statefundca.com/careers/CurrentExams
GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the State Compensation Insurance Fund.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

State Compensation Insurance Fund reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

How to Apply for Veterans’ Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans’ Preference on their website at https://jobs.ca.gov/Job/VeteransInformation and on the Application for Veterans’ Preference form, CalHR-1093. Additional information is also available at the Department of Veterans Affairs website at www.calvet.ca.gov.

STATE COMPENSATION INSURANCE FUND OFFICES

- **Bakersfield**
  - 9801 Camino Media
  - Bakersfield, CA 93311-1303

- **Eureka**
  - 800 W Harris Street, Suite 37
  - Eureka CA 95503-3929

- **Fresno**
  - 10 River Park Place East
  - Fresno, CA 93720-1531

- **Monterey Park**
  - 900 Corporate Center Drive
  - Monterey Park, CA 91754-7618

- **Sacramento**
  - 2275 Gateway Oaks Drive
  - Sacramento, CA 95833-3255

- **San Francisco**
  - 333 Bush Street
  - San Francisco CA 94104-2806

- **Redding**
  - 2175 Shasta View Drive
  - Redding, CA 96003-8296

- **Riverside**
  - 6301 Day Street
  - Riverside, CA 92507-0902

- **Santa Ana**
  - 1750 East Fourth Street
  - Santa Ana, CA 92705-3929

- **Pleasanton**
  - 5880 Owens Drive
  - Pleasanton, CA 94588-3900

- **Rohnert Park**
  - 5900 State Farm Drive, Suite 200
  - Rohnert Park, CA 94928-2122

- **Stockton**
  - 3247 West March Lane
  - Stockton CA 95219-2351

California Department of Human Resources (CalHR) Contact Information:

- Attn: Examination Services
- 1515 S Street, North Building, Suite 400
- Sacramento, CA 95811
- (866) 844-8671

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with TDD Device. California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones 1-800-735-2929; Voice 1-800-735-2922