

**DIVISION OF WORKERS' COMPENSATION**  
**EMPLOYMENT OPPORTUNITY**

**POSITION:** Insurance Specialist II - Field Office

**BUREAU:** Compliance

**PAY GRADE:** 18 (\$31,200.00 - \$62,364.24)

**LOCATIONS:** Orlando and Jacksonville

**SPECIAL NOTES:**

This position requires a security background check, including fingerprinting, as a condition of employment.

**REQUIRED ENTRY-LEVEL Knowledge, Skills and Abilities (must bring to the job):**

Knowledge of the methods for organizing and presenting data; Ability to collect, record and analyze data relating to records or operational procedures; Ability to utilize problem-solving techniques; Ability to prepare reports; Ability to make decisions in a timely manner; Ability to understand and apply applicable rules, regulations, policies and procedures; Ability to plan, organize and coordinate work assignments; Ability to establish and maintain effective working relationships with others. Basic computer literacy.

**OTHER Knowledge, Skills, and Abilities (may learn on the job):**

Knowledge of CCAS, Chapter 440 and Administrative Rules.

**DESCRIPTION OF DUTIES:**

This is work providing technical expertise on state laws and regulations regarding the qualifications of employers seeking to obtain workers' compensation insurance exemption status in accordance with Chapter 440, F.S. The incumbent of this position is required to have access to the FL Department of Highway Safety and Motor Vehicles, Driver and Vehicle Information Database (DAVID) system.

Examines Notices of Elections to be Exempt (exemption applications) to determine if exemption from workers' compensation insurance qualifications are met.

Reviews, processes and analyzes exemption applications (utilizing DAVID system, Div. of Corp., and DBPR) to determine if applicants meet the qualifications for issuance of a workers' compensation exemption by entering data into the Coverage and Compliance Automated System (CCAS). Identifies deficiencies or incomplete information contained in the exemption application and issues a deficiency notice to the applicant. Organizes, scans and downloads payroll records and enforcement documents into the Automated Image Tracking System and makes narrative entries pertinent to the case. Assists in reviewing and evaluating employer business records submitted for penalty calculations to ensure completeness and accuracy based on the served Business Records Request (BRR). Maintains a working knowledge of CCAS and Chapter 440, F.S. and all administrative rules pertaining to workers' compensation exemption process.

Provides education and information on workers' compensation insurance law, rules, regulations, and internal policies and procedures to internal and external customers. Responds by meeting with walk-in customers and/or via telephone or email to questions, complaints or concerns regarding various aspect of workers' compensation insurance. Consults with city, county, and state officials and applicants regarding their respective license status and license requirements.

Mails enforcement documents, via certified mail, as requested by Investigators. Sends enforcement documents to Process Server, as requested by Investigators.

Other duties as assigned by supervisor.