

DIVISION OF WORKERS' COMPENSATION
EMPLOYMENT OPPORTUNITY

POSITION: Insurance Specialist III (Audit)

BUREAU: Compliance

PAY GRADE: 20 (\$34,455.96 - \$76,630.68)

LOCATION: Tallahassee

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):

Ability to collect, analyze and interpret data; work independently; utilize problem solving techniques and conduct fact finding investigations; collect and compile information; plan, organize and coordinate work assignments; prepare and maintain records for auditing purposes; examine and evaluate data; understand and apply applicable rules, regulations, policies and procedures. Ability to communicate verbally and in writing;

prepare and generate clear and understandable written communication; handle telephone calls in a fast, courteous manner; communicate effectively; establish and maintain effective working relationships with others. Skill in using personal computers; using phone system; running copy machine. Knowledge of methods of compiling and organizing and analyzing data; various Microsoft programs and applications.

OTHER KSAs (*Incumbent may learn on job*):

Ability to proficiently utilize Excel. Knowledge of workers' compensation compliance rules and procedures. Ability to calculate non-compliance penalties in accordance with 440.107, Florida Statute and 69L-6 of the Florida Administrative Code.

DESCRIPTION OF DUTIES:

The incumbent of this position is required to have access to the Department of Economic Opportunity (DEO) SunTax data. As such, a Level 2 background check is required every five (5) years.

Examines and analyzes business financial documents to calculate penalties for non-compliance with the workers' compensation coverage requirements of chapter 440, Florida Statutes. Penalties are calculated by determining the amount of premium the employer should have paid in workers' compensation insurance coverage had it been

compliant with Chapter 440, during the determined audit period. To calculate premiums, the incumbent of this position reviews and analyzes employer's business financial records (such as payroll reports, taxes, bank statements, general ledgers, cash ledgers, etc.) to identify any and all labor expenses, such as payroll, payments to subcontractors, etc. that is used to calculate penalties for workers' compensation insurance non-compliance in accordance with S. 440.107(7)(e) and Rule 69L-6.028.

Accesses and utilizes various databases (such as Division of Corporations, Sunbiz and Department of Revenue SunTax Portal) to conduct the audit of the employer's business financial records.

Collects evidence relating to questionable financial activity and analyzes patterns and trends in financial records to identify labor expenses, and any other transactions regarding workers' compensation insurance coverage requirements.

Reviews prepared balance sheet, profit and loss statement, and other financial reports. Strong communication skills, written and verbal. Attention to detail and data entry skills.

Utilizes Microsoft Excel to compile and analyze data found in business financial records and insurance documents relating to the workers' compensation insurance requirements to be able to determine payroll and calculate evaded insurance premiums.

Reviews workers' compensation insurance policy information to validate eligibility of policy credit based on initial payment to acquire workers' compensation insurance pursuant to statutes.

Assigns class codes to employers by using the National Council on Compensation Insurance (NCCI) Scopes Manual and investigative report.

Calculates the penalty for evaded workers' compensation insurance premiums according to the applicable laws and rules. Writes narratives explaining the methodology used to calculate the penalty for evading workers' compensation insurance requirements. Submits penalty calculation for approval.

The incumbent of this position will be required to testify in Administrative Hearings regarding the calculation methodology for penalties issued to employers, who are not compliant with Chapter 440. Liaison with District Penalty Facilitators.

Conduct workers' compensation coverage checks on employers, when required. Provides insurance information and responds to inquiries about workers' compensation coverage requirements and exemptions.

Provides testimony and witness preparation, as needed, in cases that are challenged pursuant to Chapter 120, Florida Statutes. Assist supervisors in workers' compensation presentations and other informational events.

As required, conducts investigations of employers to determine if the employer is failing to secure the payment of compensation, understating or concealing payroll, materially misrepresenting or concealing employee duties so as to avoid proper classification for premium calculations, or materially misrepresenting or concealing information pertinent to the computation and application of an experience rating. (s. 440.07 F.S.) Other duties assigned by the audit management team or Bureau Chief.