

# **DIVISION OF WORKERS' COMPENSATION**

## **EMPLOYMENT OPPORTUNITY**

**POSITION:** Regulatory Analyst III - Investigator

**BUREAU:** Compliance (Investigations)

**PAY GRADE:** 22 (\$38,429.52 - \$80,663.28)

**LOCATIONS:** Miami, Orlando, Ft. Myers, Jacksonville, and West Palm

**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 methods of data collection, analysis and data interpretation; *how to conduct an interview*; problem solving techniques and fact finding investigations; planning, organizing and coordinating work assignments; Ability to perform physical activities such as climbing stairs and/or walking on uneven/unlevel grounds (i.e. construction sites) in various outdoor weather conditions (i.e. temperatures below 40° and

above 90°); work independently, plan, organize and coordinate work assignments; prepare and generate clear and understandable written communication; prepare and maintain reports; establish and maintain effective working relationships with others; dealing with the public in a tactful and courteous manner; use keyboard controlled data input devices; to meet performance expectations; use various Microsoft programs and applications; obtain and maintain a valid Florida driver license; operate a motor vehicle (car).

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

Knowledge of workers' compensation compliance laws, rules and procedures; ability to understand and apply applicable rules, regulations, policies and procedures; ability to examine and evaluate data relating to workers' compensation program; ability to effectively enforce the requirements of Chapter 440; ability to apply investigative principals and techniques; ability to produce documented reports of investigations; ability to complete investigations within city, county, or state government environments; ability to review, analyze and evaluate financial data; ability to be proficient in Coverage & Compliance Automated System (CCAS) and all other relevant Division databases and applications.

**DESCRIPTION OF DUTIES:**

The incumbent in this position is responsible for conducting investigations for the purpose of ensuring employer compliance with the workers' compensation coverage requirements; entering and inspecting any place of business at any reasonable time for purposes of investigating employer compliance; examining and copying business

records; issuing, serving, and enforcing stop-work orders, penalty assessment orders, and any other orders required under s. 440.107, F.S.. This position requires a thorough knowledge of the compliance and liability provisions of the Workers' Compensation Law, workers' compensation compliance rules and procedures. (s. 440.02, 440.05, 440.10, 440.107, 440.38 F.S. and 69L-6 F.A.C.)

Conduct on-site inspections & complex investigations of various types of businesses 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.). This may include construction sites, industrial operations and factories, office environments, business related to agriculture and retail establishments. Observe & document activities performed by workers onsite and assign classification codes as described in the SCOPES Manual. Interview workers to determine their employment status and wages.

Issue, serve and enforce stop work orders, penalty assessment orders, and other related enforcement documents. Review and analyze employer's business records.

Create and maintain investigative case files in accordance with established procedures. Timely enter case information in the Coverage and Compliance Automated System (CCAS).

Receive and process payments related to penalty assessment orders in accordance with the Division's approved cash receipt procedures. Serve as a witness in court and provide testimony for those cases in which the

employer has challenged the Division's enforcement actions. Advise and educate employers of their rights, responsibilities and obligations under the workers' compensation law. Prepare and maintain statistical records including weekly activity/production statistics (i.e. Daily Activity Report & Vehicle Log). Other duties as assigned by the Supervisor, Investigations Manager, or Bureau Chief.