

Workers' Compensation State Contract Manager



Recruitment # 23-005641-0001

Salary: Grade 23 \$87,967 – \$123,655

Growth Potential up to \$136,233 (Salary Guidelines Apply for State Employees)

Closing Date: March 30, 2023

What does the State Treasurer's Office do? Yup – we do that too!

In 1914, the State began providing Maryland businesses with workers' compensation insurance coverage via the State Accident Fund, established as part of the State Industrial Accident Commission (Chapter 800, Acts of 1914). The Fund was reorganized as the Commissioners of the State Accident Fund, a separate agency, in 1941 (Chapter 504, Acts of 1941). Formerly under the Commissioner of Personnel, the agency joined the Department of Personnel in 1970 (Chapter 98, Acts of 1970). The Commissioners of the State Accident Fund became an independent agency on July 1, 1988 (Chapter 585, Acts of 1987). In 1990, it was renamed the Injured Workers' Insurance Fund (Chapter 71, Acts of 1990). The Board of the Injured Workers Insurance Fund administers the Fund and uses the Fund to insure employers against liability. The State self-insures claims filed as part of this program through the Injured Workers Insurance Fund.

The workers' compensation contract for State Employees was created in 1990 between the Injured Workers' Insurance Fund (IWIF) and the Board of Public Works (BPW). Under this contract, IWIF provides claims processing services for job-related workers' compensation claims filed by State employees. As the third party administrator (TPA), IWIF is responsible for investigating, defending, and paying claims by State employees for damages sustained in the course of employment, including illness, injury or death. On October 1, 2013, Chapter 570 (2012 Session) went into effect wherein IWIF became Chesapeake Employers' Insurance Company (CEIC) and converted from an independent State entity to a fully competitive, private, non-stock, nonprofit insurer. With this change, it was determined that CEIC would continue to serve as the TPA for the State's workers' compensation program. As such, under this updated contract between the BPW and CEIC / IWIF, the Treasurer's Office is identified as the official contract administrator on behalf of the State. This position serves as the sole contract administrator over the State's workers' compensation program.

Core responsibilities include: 1) overall administration of the TPA contract, ensuring that the State's contract with the TPA is analyzed on a regular basis and updated as required to accommodate the State's current needs, 2) Workers' Compensation Program oversight, including enforcement of TPA compliance to contract, monitoring of activity and loss trends, and safeguarding the State's interest regarding the workers' compensation claims processing services provided by the TPA, and 3) analysis and oversight of fiscal and budgetary activity within the program in order to reconcile and ensure an actuarially sound Fund balance that will cover anticipated obligations.

This is a Management Service position which serves at-will at the pleasure of the Maryland State Treasurer.

Ideal candidates should have the following:

Education: A Bachelor's degree from an accredited college or university.

Experience:

- Professional experience handling workers' compensation claims for either an insurance company, self-insured or captive-insured employer
- Management experience, and/or experience in a project management leadership role
- Experience in management-level contract administration
- Working knowledge of legal, regulatory and business aspects of Workers' Compensation claims administration
- Working knowledge of insurance and medical terminology and concepts
- Ability to articulate, interact and communicate with a diverse group of individuals
- Exceptional organizational, analytical and social skills

LIMITATIONS ON SELECTION: Applicants must be willing to work onsite in the Annapolis area, and to travel periodically to various State agencies located across Maryland.



WHY WORK FOR THE STATE OF MARYLAND?

- Job stability and pinnacle experience (we are a Constitutional Office)
- Work-life balance
- Ability to make your mark through public service
- Predictable hours and hybrid teleworking schedules
- Paid holidays 12-13 per year
- Generous paid leave package (annual, sick, personal and compensatory leave)
- State Pension ("defined benefit" plan)
- Tax-deferred supplemental retirement savings plans (401(k) and 457)
- Free parking
- Comprehensive, subsidized health, dental and prescription plans with little to no deductibles, free generic prescriptions, and free preventative health services
- Flexible Spending Account plans for Health Care and Daycare
- State Employees Credit Union
- Direct Deposit

Job opportunities within the Maryland State Treasurer's Office are accessible through *JobAps*, the Statewide Recruitment, Examination and Applicant Tracking System. By using the Department filter and highlighting "Office of the Treasurer," you can view all active recruitments within our agency. First time users can register for an account by selecting a position to apply, choosing "I am A new user" at the bottom, then keying in the necessary fields.

Visit <https://jobapscloud.com/MD/> to apply.

Electronic application is strongly encouraged. However, if you do not have access to a computer or the internet, you may fax your resume to 410-260-4090 or mail to 80 Calvert Street, Attention Human Resources, Room 109, Annapolis, MD 21401.

Please upload a current resume for this recruitment.

All candidates will be subject to a criminal, civil, and credit history background upon interview.
General Questions for this recruitment can be directed to the STO Personnel Office at 410-260-7078.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

TTY Users: Call via Maryland Relay