

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DGS12421886

DATE POSTED: 10/05/21

POSITION NO: 209035

CLOSING DATE: 10/18/2021 by 5pm

POSITION TITLE: PROGRAM SUPERVISOR II

DEPARTMENT NAME / WORKSITE: Insurance Services Department / Workers' Compensation Program/ Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BQ64A

WORK HOURS: 8 am - 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 45,226.08 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 21.66 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

The position requires a timely processing of Workers' Compensation Claims Report of Injury (ROI) and evaluates the accident reports to determine if the injury was work related in accordance to the Navajo Nation Workers' Compensation Act. Management oversight of client's claims in order to create efficient, effective and proactive strategies for the injured worker and reduce claim costs and mitigate exposures. Assist in claim settlement negotiations. Maintain and establish case reserves with appropriate documentations with the DOJ assigned Attorney. Ensure adequate investigation of accident report is conducted by interviewing of witnesses and procurement of relevant documentations such as medical records, time loss from work and research patterns or trends of injuries for the claimant. The claimant is referred to a physician for treatment and determine if the claimant reach Maximum Medical Improvement (MMI) or provided other treatment until the claimant is released to return to work. Review documentations to determine whether medical expenses and temporary total disability benefits should be coordinated with the Employee Benefits; authorizes payment of medical expenses. Maintains subrogation records and files incidents involving third parties for medical treatment, time loss, awards, and settlements paid.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor Degree in Public or Business Administration or closely related field and two (2) years of program related experience; or an equivalent combination of education, training and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license, must obtain a Navajo Nation Vehicle Operator's permit and if selected for the position must obtained a Federal Bureau of Investigation (FBI) background check before commencing with employment.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Insurance Claims Analyst (ICA) must have the ability to provide public education/presentations to programs, departments, divisions and enterprises on the Navajo Nation Workers' Compensation Act. ICA is responsible for abiding to Navajo Nation Privacy Act and must have the ability to maintain confidentiality on all records. Must have knowledge of insurance liability claim practices; accident and safety investigation; and skills records management data.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**