

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

**POSITION:** Insurance Specialist I

**BUREAU:** Compliance

**PAY GRADE:** 16 (\$31,200.00 - \$55,504.44)

**LOCATIONS:** 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):**

Knowledge of methods of compiling, organizing and analyzing data.; ability to review applications for errors; ability to review and make decisions pertaining to the qualifications of applicants; ability to utilize problem-solving techniques; ability to prepare reports; ability to understand and apply applicable rules, regulations, policies and procedures; ability to collect, analyze and interpret data; ability to prepare correspondence; ability to plan, organize and coordinate work

activities; ability to communicate effectively; ability to establish and maintain effective working relationships with others.

**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. Approves Certificates of Election to be Exempt from Workers' Compensation insurance law, identifies deficiencies, or denies the request for exemption. Maintains a working knowledge of CCAS and Chapter 440, F.S. and all administrative rules pertaining to the workers' compensation insurance 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 aspects of workers' compensation insurance. Researches and retrieves information from CCAS to resolve insurance policy and/or exemption discrepancies and/or assist customers. Ensure accuracy of insurance policy and/or exemption from workers' compensation insurance data is maintained in CCAS.

Reviews, monitors, and evaluates processed, returned, or denied workers' compensation insurance exemption applications to promote continuous improvements in issuing Certificates of Election to be Exempt from Workers' Compensation Insurance Law. The quality review will be documented in a controlled manner utilizing Bureau of Compliance systems. Guidelines as set forth in Florida statutes, rules, policies and procedures will be followed.

Other duties as assigned by supervisor.