This amends the bulletin released 1/1/17.

EXAM TITLE: WORKERS’ COMPENSATION INSURANCE REPRESENTATIVE

EXAM BASE: Departmental Open

DEPARTMENT: State Compensation Insurance Fund

LOCATION: Statewide

FINAL FILING DATE: Continuous

The bulletin announcing the above examination is amended as follows:

Final Filing Date: 9/15/2017

State Fund has partnered with the California Department of Human Resources (CalHR) to transition several State Fund-specific exams from statefundca.com to CalHR’s website. The newly developed T&E open continuous exams will be available sometime in October 2017 on the CalHR site. The exam above will no longer be available on statefundca.com beginning September 16, 2017.

We regret any inconvenience this change may cause to candidates who have filed for this examination.

State Compensation Insurance Fund
Human Resources Department
WORKERS’ COMPENSATION INSURANCE REPRESENTATIVE
(DEPARTMENTAL OPEN)
9399-00109327-30531KP

Department(s): State Compensation Insurance Fund
Opening Date: 01/01/2017
Closing Date: Continuous
Type of Recruitment: Departmental Open
Monthly Salary Range: $3,546.00 - $6,053.00
Employment Type: Permanent Full-time
                Permanent Part-time
                Permanent Intermittent
                Limited Term Full-time
                Limited Term Part-Time
                Limited Term Intermittent
Exam Type: Statewide

INTRODUCTION

This is an Open statewide examination for the State Compensation Insurance Fund.

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any candidate for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below. Applications will be accepted on an open basis only. Once you have taken the examination, you may not reapply for twelve (12) months.

FILING INSTRUCTIONS

Final File Date: Continuous
Where to Apply: A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at https://www.statefundca.com/careers/CurrentExams. Competitors must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

Once a competitor submits their application via State Fund’s Jobs Online, they will receive an e-mail containing a confirmation number.

FAXED, E-MAILED, OR HARD COPY STANDARD STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED.
SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark “yes” on Question #2 on the Standard State Application (STD 678) form. You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

An OPEN, MERGED eligible list will be established for the State Compensation Insurance Fund. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of the test date. Competitor’s eligibility expires twelve (12) months after it is established. Competitors must then retake the exam to reestablish eligibility. See preview document for additional information.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: It is the competitor’s responsibility to make sure they meet the experience requirements stated on this announcement on the date they submit their application.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of a Workers' Compensation Insurance Technician, Range B. (candidates who have completed nine months of the required experience will be admitted to the examination but must complete the required experience before they will be eligible for appointment.)

Or II

Four years of experience performing casualty underwriting, field sales, industrial accident prevention, vocational rehabilitation, or claims field investigation. (Experience in the California state service applied to this pattern must include at least one year of experience performing insurance related duties at a level of responsibility equivalent to that of a Workers' Compensation Insurance Technician, Range B.)

Or III

Education: Equivalent to graduation from an accredited college with a bachelor's degree. Registration as a senior in an accredited college will admit candidates to the examination, but evidence of graduation or its equivalent must be produced before they can be considered eligible for appointment. (Experience performing casualty underwriting, field sales, industrial accident prevention, vocational rehabilitation or claims field investigation may be substituted on a year for year basis.)

POSITION DESCRIPTION

The Workers’ Compensation Insurance Representative includes the entry, first working, and journey levels for a variety of positions within State Compensation Insurance Fund. The employee in this class is given training and may perform assignments in underwriting, claims, loss control, sales, field investigation, and administrative services.

EXAMINATION INFORMATION

WRITTEN - WEIGHTED 100.00%

The Workers’ Compensation Insurance Representative examination will consist of an online multiple choice test weighted 100% and is a three (3) hour timed examination. This examination is available online 24 hours a day/7 days a week. Once you start the examination, you will have three (3) hours to complete the entire examination. There is no way to pause, stop, or reset the timer once you start. Please ensure you have the full three (3) hours to take the online examination. A stable internet connection is required as no additional time will be provided for internet loss, power loss, or computer/browser issues. See the Browser/System Requirements section for additional information.

Utilization of a calculator is permitted for this exam.

In order to obtain list eligibility, a minimum score of 70% must be attained. See preview document for additional examination information.

Online Multiple Choice Examination Information Preview Document: Click Here

EXAMINATION SCOPE

Knowledge of:

1. General arithmetic skills
2. Interpretation of graphs and charts
3. Mechanical relationships
4. College level vocabulary
5. California laws and those of other states relating to workers' compensation and their interpretation
6. Insurance manual of workers’ compensation classes and rates
7. Rating plans
8. State Fund corporate and operating policies and procedures
9. General insurance principles and practices
10. Accident prevention
11. Vocational rehabilitation
12. Rules of evidence and investigation techniques
13. Interpretation of data and reading comprehension

Ability to:
1. Analyze problems and take effective action
2. Read and write English effectively
3. Communicate effectively
4. Maintain good working relations with those contacted in the course of work
5. Read, interpret, and apply rules, procedures, and policies at a level required for successful job performance
6. Interpret provisions of compensation insurance policies and laws
7. Analyze data
8. Assist employees in accident prevention programs
9. Classify and rate risks accurately

SPECIAL PERSONAL CHARACTERISTICS
1. Willingness and ability to travel extensively
2. Ability to qualify for a fidelity bond
3. Possession of a valid driver license

BROWSER/SYSTEM REQUIREMENTS
State Fund’s Jobs Online application supports the following browsers/operating systems:
Internet Explorer 9 (or newer) • Google Chrome 35.0.1916.153 • Mozilla Firefox 17.0.1 • Windows 7 (or newer)
It is not recommended that you complete this examination with a smartphone or tablet as it was not designed to be compatible for mobile devices.

WARNING: If you are logged out of the examination for any reason and want to log back in, do not copy and paste the URL from the examination page, as this link will not take you back into the examination. In order to return to the examination after being logged out, make sure you completely close all browser windows and log back into the system the way you initially entered (see below).

• For candidates logging in outside of State Fund, use www.statefundca.com
• For candidates logging in within State Fund:
  o Enter through your Simplified Sign-On or,
  o Use www.statefundca.com and click login
• Once logged in, click on the “Online Examinations” tab at the top of the screen and click the “Start/Continue Exam” link under the Exam Entry header.

Disclaimer: State Compensation Insurance Fund is only responsible for issues within our own system. Competitors experiencing technical difficulties within their own system/equipment (internet loss, power loss, or computer/browser issues, etc.) will NOT be allowed to start the examination again.

If you do experience any of the technical difficulties listed above, you have the ability to log back in to continue. Just remember, there is no way to pause, stop, or reset the timer once you start the examination. After the three (3) hours is up the examination is over.

VETERANS’ PREFERENCE
Veterans’ Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans’ Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans’ Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans’ Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Information on “How to Apply for Veterans Preference” is listed below in the General Information section.

CAREER CREDITS
Career Credits do not apply and will not be added to the final score of this examination.

**CONTACT INFORMATION**

State Compensation Insurance Fund ● Human Resources ● Phone: 1.800.499.8668

For more information regarding this examination, visit [https://www.statefundca.com/careers/CurrentExams](https://www.statefundca.com/careers/CurrentExams)

**DISCLAIMER**

Please click on the link below to review the official California Department of Human Resources class specification: [http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx](http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx).

**GENERAL INFORMATION**

**Where to Apply:** A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at www.statefundca.com/careers/currentexams.asp. Competitors must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

State Compensation Insurance Fund reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Test Scores:** All test scores may be subject to verification by retesting in a controlled (proctored) environment using a condensed version (conformity test) of this examination.

Any discovered or suspected cheating will result in immediate disqualification.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**How to Apply for Veterans’ Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans’ Preference on their website at [https://jobs.ca.gov/Job/VeteransInformation](https://jobs.ca.gov/Job/VeteransInformation) and on the Application for Veterans’ Preference form, CalHR-1093. Additional information is also available at the Department of Veterans Affairs website at [www.calvet.ca.gov](http://www.calvet.ca.gov).

**STATE COMPENSATION INSURANCE FUND OFFICES**

<table>
<thead>
<tr>
<th>Bakersfield</th>
<th>Eureka</th>
<th>Fresno</th>
<th>Pleasanton</th>
</tr>
</thead>
<tbody>
<tr>
<td>9801 Camino Media</td>
<td>2440 Sixth Street</td>
<td>10 River Park Place East</td>
<td>5880 Owens Drive</td>
</tr>
<tr>
<td>Bakersfield, CA  93311-1303</td>
<td>Eureka CA  95501-0788</td>
<td>Fresno, CA  93720-1531</td>
<td>Pleasanton, CA  94588-3900</td>
</tr>
<tr>
<td>Monterey Park</td>
<td>Redding</td>
<td>Riverside</td>
<td>Rohnert Park</td>
</tr>
<tr>
<td>900 Corporate Center Drive</td>
<td>2175 Shasta View Drive</td>
<td>6301 Day Street</td>
<td>5900 State Farm Drive, Suite 200</td>
</tr>
<tr>
<td>Monterey Park, CA  91754-7618</td>
<td>Redding, CA  96003-8296</td>
<td>Riverside, CA  92507-0902</td>
<td>Rohnert Park, CA  94928-2122</td>
</tr>
<tr>
<td>Sacramento</td>
<td>San Francisco</td>
<td>Santa Ana</td>
<td>Stockton</td>
</tr>
<tr>
<td>2275 Gateway Oaks Drive</td>
<td>333 Bush Street</td>
<td>1750 East Fourth Street</td>
<td>3247 West March Lane</td>
</tr>
<tr>
<td>Sacramento, CA  95833-3255</td>
<td>San Francisco CA  94104</td>
<td>Santa Ana, CA  92705-3929</td>
<td>Stockton CA  95219-2351</td>
</tr>
<tr>
<td>Vacaville</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1020 Vaquero Circle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacaville, CA  95688-8804</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact Information for California Department of Human Resources

Attn: Examination Services
1515 S Street, North Building, Ste 400
Sacramento, CA  94244-2010
(866) 844-8671

California Relay (Telephone) 1 (800-735-2929); (TTY) 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.