



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TORT CLAIMS MANAGER	38	B	7.704

Under general direction, the Tort Claims Manager manages and coordinates the review, investigation, settlement and/or denial of tort claims brought against the State; tracks and analyzes tort claims and exposures to identify trends, develops liability rates, and determines methods to manage risk and reduce future liabilities.

Coordinate investigation of tort claims brought against the State by reviewing and assigning claims to the responsible agency or to independent adjusters to determine the extent of liability and damages; review investigative reports for completeness and validity of claim; and request further investigation if needed.

Make determinations on settlement or denial of claims; negotiate settlement and authorize payment of claims within established limits by working directly with the agency; contact claims adjusters, claimants, and/or claimants' attorneys; prepare detailed reports and recommendations for the Board of Examiners regarding tort claims investigations and results of negotiations for claims above authorized limits.

Develop liability claims procedures for the State by tracking various categories of tort claims to ensure claims are handled consistently and the rights of claimants are not violated.

Maintain tort claims, State automobile, and general liability databases to analyze the State's overall liability exposure and claims experience; track tort claims and liability exposures of State agencies and determine individual rates and implement loss prevention strategies.

Attend settlement conferences with claimants, attorneys and judges to negotiate tort claims.

Review and approve payments for witness transportation and accommodations as appropriate.

Maintain the tort and liability claims budget by authorizing and tracking expenditures, projecting future settlements, and ensuring the fund is sufficient to meet the State's obligations.

Train, supervise and evaluate the performance of staff by assigning and reviewing work, providing training, and evaluating performance.

Review proposed legislation and evaluate impact on tort claims and testify at legislative sessions as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in risk management, business administration, accounting, public administration or related field and five years of professional experience in insurance claims examination and adjustment; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: risk management principles and practices related to the private and/or public sector.

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)

Working knowledge of: laws and regulations regarding insurance and self-insurance; insurance contracts and laws; accounting and auditing principles; safety and loss control; tort law and claims adjustment. **Ability to:** negotiate tort claims with contending parties and arrive jointly at decisions, conclusions or solutions; operate a personal computer and associated business software; maintain a variety of complex databases; prepare detailed narrative reports including recommendations to the Board of Examiners regarding facts of an investigation and results of negotiations; make group presentations to provide information or explain regulations, procedures and policies; establish and maintain cooperative working relationships; interpret actuarial reports and accounting audits.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Board of Examiners Procedures; Office of the Attorney General's policies and procedures as applied to tort claims adjustment and investigations; State laws and regulations related to tort claims. **Ability to:** design and develop a variety of complex databases; supervise lower level staff.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.704

ESTABLISHED: 7/1/95P
REVISED: 9/16/94PC
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