

Industrial Special Indemnity Fund Manager

Non-Classified Classification

Department of Administration

Open for Recruitment: September 21, 2020 – October 5, 2020

Salary Range: \$32.00 - \$34.00 per hour [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The Idaho Industrial Commission is seeking applicants for the Manager of the Industrial Special Indemnity Fund.

A minimum of three candidates will be submitted to the Director of the Department of Administration for selection of this non-classified position.

OBJECTIVE: Manage the operations of the Industrial Special Indemnity Fund (ISIF) in order to fulfill statutory obligations, to provide necessary benefits to Idaho citizens, and to assure appropriate expenditure of all funds. The ISIF is funded through assessments made against workers' compensation sureties.

The ISIF Manager serves at the pleasure of the Director of the Department of Administration.

RESPONSIBILITIES INCLUDE:

- Manage all claims filed against ISIF (Idaho Code, 72-334).
- Assure proper tracking and adequate documentation of all claims.
- Manage all aspects of the evaluation, investigation, and adjudication of claims.
- Negotiate and/or approve agreements for compensation of claimants.
- Develop, implement, and administer a management reporting system that clearly communicates the status of the ISIF.
- Maintain relationships with outside legal counsel, Office of the Attorney General, and the Idaho Industrial Commission.
- Manage the ongoing financial status of the ISIF and assures compliance with all state and Federal laws/regulations as well as compliance to accepted financial management standards.
- Develop, implement, and manage the administrative budget of the ISIF.
- Work with the Department of Administration Fiscal Officer and the Office of the State Treasure to appropriately invest idle funds to benefit the ISIF.

- Make recommendations for improved management and stability of the ISIF, including ongoing funding.

MINIMUM QUALIFICATIONS:

- Good knowledge of the Workers' Compensation Laws of the State of Idaho, including specific statutes affecting the ISIF.
- Experience negotiating settlements in a litigated environment.
- Experience managing professional staff.
- Experience managing the financial aspects of a program.
- Proven ability to maintain various external professional relationships.

TO APPLY: Submit letter of application (cover letter) and resume outlining experience and education to:

COMMISSIONSECRETARY@IIC.IDAHO.GOV

OR BY MAIL TO:

**COMMISSION SECRETARY
IDAHO INDUSTRIAL COMMISSION
P.O. BOX 83720
BOISE, ID 83720-0041**

Applications must be received no later than October 5, 2020, at 4:00 p.m. Verification of minimum qualifications will be determined by a review of resumes and supplemental materials. Eligible candidates may be selected to participate in the interview process.

Please note: The successful candidate will be required to pass a fingerprint-based background check.

The Industrial Commission encourages applications from individuals who qualify with or without reasonable accommodation. To request accommodations needed to participate in the application/interview process, call 208/334-6017. EEO/AA Employer

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.