

## Assistant Manager - Workers Compensation

Pittsburgh Regional Transit is seeking a Assistant Manager - Workers Compensation to Assist in managing the Workers' Compensation function, including legal compliance, contract administration and processing of claims in accordance with the Pennsylvania Workers' Compensation Act.

### Essential Functions:

- Manages the daily workflow of all assigned Workers' Compensation staff. Prepares all fiscal year goals and objectives for assigned staff and submits those to the Director of Claims for review and approval. Prepares all performance reviews of all staff members and conducts performance reviews with all assigned staff.
- Coordinates efforts necessary to administer the Pennsylvania Workers' Compensation Act.
- Handles communication with legal counsel on workers' compensation cases; and assists with any communication with the Bureau of Workers' Compensation regarding Workers' Compensation cases.
- Consults with physicians representing Port Authority on medical issues for cases requiring legal action; authorizes and approves state mandated indemnity and medical benefits.

### Job requirements include:

- BA/BS in Business Administration, Human Resources Management or directly related field. Additional experience in Workers' Compensation compliance and processing may be substituted for education on a year-for-year basis.
- Minimum of five (5) years' experience in Workers' Compensation compliance and processing.
- Minimum of one (1) year supervisory experience.
- Effective and professional communication skills.
- Demonstrated ability in the use of Windows, Word, and Excel.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Missy Ramsey  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[MRamsey@RidePRT.org](mailto:MRamsey@RidePRT.org)  
EOE