

EXECUTIVE DIRECTOR, WORKERS' COMPENSATION DIVISION**Nature of Work**

Under administrative direction, performs highly complex administrative work directing the operation of the Workers' Compensation Division in the Bureau of Employment Programs. Performs related work as required.

Examples of Work

Responsible for the effective and efficient operation of the agency.
 Responsible for program operations and general administrative functions.
 Formulates policy, rules and regulations in conformance in applicable statutes.
 Interprets policies and regulations of the Fund to legislation and the public.
 Analyzes proposed legislation and administrative regulations.
 Represents the division at meetings, conferences and hearings.
 Oversees the preparation and execution of program and administrative budgets.

Knowledge, Skills and Abilities

Knowledge of state and federal laws and regulations related to workers' compensation.
 Knowledge of the principals and practices of management.
 Ability to plan, develop and administer programs.
 Ability to plan and direct a wide range of division programs.
 Ability to identify and solve administrative problems.
 Ability to communicate effectively, orally and in writing.
 Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel and others.

Minimum Qualifications

TRAINING Graduation from an accredited four-year college or university or admission to the West Virginia State Bar.

EXPERIENCE Six years of full-time or equivalent part-time paid administrative experience in business management or in the administration of workers' compensation benefits.

Established: 12/01/91
 Title Change: 06/23/95
 Effective: 06/27/95