



**CITY OF TORRANCE**  
**Workers' Compensation Series**  
**Career Ladder**

**Workers' Compensation Manager**

5 yrs prof. exp. in the administration of WC claims; & BA in public/ business admin., Human Resources Mgmt. or a related field. Valid CA Self-Insurance Plans Admin. Cert. req'd.

**Workers' Comp. Claims Examiner**

HS Grad or GED Cert supplemented by college level coursework in WC, insurance, business/ public admin, or a related field that included a permanent disability rating course; & 2 yrs exp adjusting WC claims. Valid CA Self-Insurance Plan Admin. Cert. req'd.

**Claims Technician**

3 yrs clerical/admin. exp. & completion of coursework in Basic WC Laws taught by the Insurance Educ. Assoc; or equivalent training, may include employer sponsored training.

**Secretary**

HS Grad or GED Cert; 3 yrs clerical exp

**Typist Clerk**

1 yr clerical exp.

----- Requires add'l training or educ. to qualify for promotion

————— PROMO

← —→ LATERAL