



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. Valid CA Self-Insurance Plan Admin. Cert. req'd.

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