



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WORKERS COMPENSATION INVESTIGATOR III

Job Number: 21003126

Job Code: 37630V251016

Job Group: 3700 - INDUSTRIAL COMPENSATION & INSP

Job Established: 07/16/2020

Job Revised: 10/16/2025

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs advanced level work involving complex investigations of in-state and out-of-state employers involved in large projects with multi-state subcontractors for insurance coverage and compliance with the Kentucky Workers' Compensation law (KRS Chapter 342). Mentors and trains Workers Comp Coverage and Compliance Investigators I & II; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of experience in investigations, insurance claims adjusting, insurance underwriting, or in the fields of risk management employment or property and casualty insurance.

Substitute EDUCATION for EXPERIENCE:

Additional related training will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above or related fields will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Independently conducts complex, in-depth investigations of employers to verify compliance with the Worker's Compensation Act (KRS Chapter 342), including, but not limited to, investigating large project sites utilizing general contractors employing multiple levels of multi-state subcontractors. Identifies ownership and proper contact information. Interprets and enforces multistate coverage endorsements required for compliance. Identifies compliant and non-compliant employers and counsels employers requirements to be compliant. Trains and serves as a mentor to staff investigators. Provides guidance to staff and employees requiring knowledge of policies, procedures, statutes, and regulations relating to compliance with KRS Chapter 342. Interprets workers' compensation insurance coverage and compliance requirements to insurance agents, underwriters, attorneys and others to ensure an understanding of compensation compliance issues. Investigates complaints and injury claims filed against Uninsured Employer's Fund to determine if coverage does exist. Writes comprehensive investigative reports. Answers questions in a professional manner from employers, insurance agents and the public at large relative to provisions of Workers' Compensation Act. Testifies in official proceedings. Prepares records and reports. Independently conducts or participates in presentations, training seminars, or public forums and programs.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Travel will be required to check employers for Workers' Compensation insurance coverage and to investigate claims.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.