

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Division Chief, No Fault Claims
Salary:	\$80,000 - \$95,000
Bureau/Division:	Bureau of Law and Adjustment / No Fault
Period:	August 21, 2019 – Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment (BLA) is responsible for investigating and adjusting claims for and against the City of New York. The No Fault Division evaluates, negotiates and processes no fault claims for payment. Under the direction of BLA's Director of Tort Claims, with wide latitude for independent initiative and judgment, the responsibilities of the Division Chief of No Fault Claims include, but are not limited to:

- Serves as the head of the Division and manages its functions to ensure compliance with Bureau procedures, statutes, and laws;
- Supervises staff handling individual 1st party no fault files, including conducting a complete review of investigation reports, Inter-Company Reimbursement Notification forms and packages including medical reports, bills and ledgers, agency reports, and all other supporting documentation;
- Ensures that staff evaluates 1st party no fault files, including medical bills and employment information to determine the appropriate benefit reimbursement, possible liability or denying, settling or preparing defenses for arbitration (PIP Subrogation);
- Negotiates 1st party no fault claims through the American Arbitration Association conciliation process;
- Files as an applicant for reimbursement pursuing recovery as mandated through Arbitration Forums, Inc., where appropriate;
- Assures that all due diligence performed by staff prior to a disposition determination;
- Ensures that staff adheres to Arbitration Forums NY PIP forum rules and state law by preparing time sensitive answers as required including assertion of deferment requests, affirmative defenses, and damage disputes on 3rd party no fault claims;
- Manages the no fault review and payment process; provides final approval on all no fault payments, and recommends, develops and implements improved procedures to streamline no fault processes;
- Works closely with the New York City Law Department to resolve no fault litigation;
- Represents the City at no fault arbitrations;
- Prepares employee performance evaluations; reports instances of employee misconduct/misbehavior, performance problems, disturbances, and unusual occurrences, and documents as necessary; and,
- Performs related assignments and special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college and at least six (6) or more years of satisfactory full-time experience investigating, processing payments and settling highly complex and significant no fault claims, at least eighteen (18) months of this experience must have been in an administrative, managerial, executive or supervisory capacity. Supervision must have included supervising employees performing professional work in the areas described above or in a closely related area; **or**,
2. Admission to the New York State Bar and four (4) or more years of progressively responsible experience performing highly complex and significant no fault legal work subsequent to admission to any bar; 18 months of which must have been in the supervision of employees in an administrative, managerial, or executive capacity.

Incumbents must remain members of the New York State Bar in good standing during the duration of this employment; **or**,

3. Education and/or experience equivalent to “1” above. However, all candidates must have the eighteen months (18) of experience in administrative, managerial, executive or supervisory capacity as described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATION REQUIREMENTS

- Ideal candidate will have a thorough knowledge of New York State no fault laws and will have extensive experience evaluating and negotiating no fault matters for payment, and display knowledge of processing bills using the no fault fee schedule.
- Attention to detail, meeting deadlines and the ability to perform multiple tasks and switch to high priority assignments when required.
- Understanding of the relationship between the NYC Comptroller’s Office and the Law Department with respect to lawsuit dispositions.
- Demonstrated ability to interact professionally and effectively with all levels of management, government officials, attorneys, and the public.
- Excellent interpersonal, communication, and organizational skills (including Microsoft Office Suite proficiency) required.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant’s interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as “Until Filled” will be posted for at least five work days.

POSTING DATE: August 21, 2019	POST UNTIL: Until Filled	JVN: 015/020/011
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The NYC Comptroller’s Office is an Equal Opportunity Employer