

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Commerce Division: Industrial Commission

Budget Code: 1460 Center Title: Industrial Commission Center Number: 1831

***** Position Information *****

Proposed Classification: Program Assistant V Proposed Salary Grade: 61

Salary Range: \$ 22,251- \$33,562 Proposed Effective Date: 2 / 1 / 04

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 8,239,697	\$ 28,021
Receipts	2,847,484	28,021
Appropriation	\$ 5,392,213	\$0

Funding Source(s): 14600,1831, 435900058 The Commission requests that these positions be receipt supported from collected fees for Hearings and Approval of Compromise Settlement Agreements. The Commission anticipates that collection of fees will again this year exceed budgeted revenue and be adequate to cover the above positions.

Justification for Position (including description of duties and responsibilities):

The Deputy Commissioner Section serve as hearing officers in hearings of contested cases. Over 1,800 cases are heard per year. Each deputy commissioner has a support person to assist with the preparation of the hearing, scheduling courtrooms, making travel arrangements and typing orders, motions and opinions and awards. This section is short one secretary and has been using a temporary employee to fill this void for over 2 years. The new Program Assistant V position will enable us to assign each deputy a secretary and also eliminate the use of temporary employees.

The primary purpose of this position is to provide legal secretarial and support work for one or more Deputy Commissioners who hear and decide contested workers' compensation cases and state tort claims. This position types all legal documents, answers the telephone and screens the mail. This position uses Microsoft Word and Windows for typing all necessary documents. This position prepares documents from a dictaphone for most of the documents handled and from hand drafted work less frequently. This position is responsible for sending and receiving information by facsimile and e:mail. This position provides case management for contested workers' compensation cases and state tort claims assigned to Deputy Commissioners. This involves reviewing cases to determine that they are in a proper posture for trial, scheduling and sending out notices of dates and times of trial, scheduling and sending out notices of dates and times, telephone communications regarding said cases and using independent judgment and knowledge of the law. This position also requires processing of claim files, including, but not limited to, mastering a system of status coding, preparing documents for electronic storage and preparing files for closure. Communication in exercising discretion in determining when matters require a Deputy Commissioner's attention as opposed to matters that do not require a Deputy Commissioner's attention is also required. This position ensures that the case file is maintained and that all necessary notices and correspondence are completed.

Statutory Reference for Request GS 97-80 gives the Commission authority to collect fees and costs.

Robin D. Pasquarello
Person Making Presentation

Denise Sessoms, Asst. Sec.

Chief Fiscal Officer
Title

State Budget Office