Unit 4 Discussion Paper details: Describe the purpose of a job analysis and its main elements. Then write a job descriiption for your current or a previous position that you have held by conducting a blended job analysis. First, identify your tasks and duties, as well as the Knowledge, Skills, Abilities, and Other (KSAOs) necessary to perform the job. Be sure to include information about the work and social environment, and any specific requirements, such as being able to stand for a long period of time. Next, identify the competencies (e.g., works well with people) needed to perform your job. What would be the minimum qualifications that you would use if you had to select someone for your position? My current role is Subrogation Specialist with Progressive Insurance. Main Duties & Responsibilities: - Effectively work, maintain and manage a variety of cases with current and accurate notes. - May have some training responsibilities for other case workers limited to projects and specific tasks. - Maintain a daily system of providing timely and accurate information required to move cases through the verification and case management pipeline. - Verify documents and coordinate health care coverage for patients, including eligibility of benefits. - Professional interaction with attorneys, insurance adjusters, medical providers, court staff, recipients and family members. - Negotiate lien settlements per contract guidelines. - Prepare required correspondence, liens, claims and other related documents. - Perform basic and advanced levels of document review, legal research, and case management. - Compile, analyze and make conclusions about information from multiple sources. - Give special attention to the timely processing of events, various legal deadlines, and critical accounting/financeissues. - Process Intake referral leads from attorneys, insurance adjusters, personal representatives, stakeholders and medical providers. - Review and research leads regarding potential accident or trauma situations. - Handle phone inquiries for both demand package issues and from beneficiaries promptly and with courtesy. - Meet department objective standards for Customer Service, Probate Research, Asset research, Document Review and Intake. - Complete periodic reports for management when necessary." Required Skills: - Ability to interface with all levels of people both internally and externally in a professional manner. - Ability to communicate and comprehend well both verbally and in writing, fluently in English. - Ability to be careful and thorough about detail including with cite-checking and proofreading skills. - Ability to work proficiently with Microsoft Office, Word, and Excel. - Ability to work independently to meet objectives. - Ability to maintain a high level of confidentiality and ethics. - Ability to function effectively under pressure and manage deadline oriented project demands and multiple initiatives. - Ability to sit for long periods of time. - Ability to multi-task and prioritize effectively. - Ability to perform the following: lifting, bending, pushing, pulling, stopping, kneeling, reaching, and carrying of light to heavy items (40 to 50lbs). - Ability to analyze information and use logic to address work-related issues and problems. - Ability to perform oral presentations with good quality. - Ability to perform well in team environment, to achieve business goals.