



STATE OF RHODE ISLAND
invites applications for the position of:

**MEDICAL ADVISORY BOARD
ADMINISTRATOR**

DEPARTMENT: JUDICIAL DEPARTMENT - CONSTITUTION
DIVISION: Worker's Compensation Court
OPENING DATE: 07/05/16
CLOSING DATE: 07/14/16 11:59 PM
SALARY: \$93,575.00 - \$107,875.00 Annually
PAY GRADE: 8840 A
JOB TYPE: Non-Union (Judiciary) (111)
NAME OF BARGAINING UNIT UNION: Non-Union (Judiciary) (111)
LOCATION: Providence
**SCHEDULED WORK DAYS:
HOURS OF WORK** Monday - Friday; 8:30 AM - 4:30 PM
WORK WEEK: Non-Standard
RESTRICTIONS/LIMITATIONS: Pending Availability of Funds
JOB NUMBER: 2750-80100-0588

CLASS DEFINITION:

The Administrator of the Medical Advisory Board, under the direction of the Chief Judge of the Workers' Compensation Court, the Executive Director and with the advice of the Medical Advisory Board, shall establish and oversee the terms and conditions for comprehensive independent healthcare review teams and impartial medical examiners. He/she shall be authorized to disqualify and/or suspend any qualified provider for violations of the rules of procedure of the Medical Advisory Board. The Administrator of the Medical Advisory Board, under the direction of the Chief Judge and Executive Director will supervise the Medical Advisory Board Unit of the court, conduct meetings of the Medical Advisory Board, ensuring that all duties are conducted in a timely fashion, perform quality assurance functions, and generate reports as needed.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Graduation from an accredited college or university with a baccalaureate degree required. A degree in the field of health services, physical therapy or related field; and/or experience as may have been attained as a registered nurse is preferred. A high degree of knowledge regarding medical procedures and protocols, fee schedules, and the workers' compensation system is required.

AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- **Reasonable Accommodations:** If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a **REASONABLE ACCOMMODATION**, then the individual shall not be considered unqualified for the position.
- **Medical Information:** Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.apply.ri.gov>

Position #2750-80100-0588
MEDICAL ADVISORY BOARD ADMINISTRATOR
MC

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov
