



Ombudsman V

Salary Group: B25
Class Code: 3666

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
ASSOCIATE OMBUDSMAN	3659	B15	\$32,976 - \$52,045
OMBUDSMAN I	3660	B17	\$36,976 - \$58,399
OMBUDSMAN II	3662	B19	\$42,244 - \$68,960
OMBUDSMAN III	3663	B21	\$48,278 - \$78,953
OMBUDSMAN IV	3665	B23	\$55,184 - \$90,393
OMBUDSMAN V	3666	B25	\$63,104 - \$103,491
OMBUDSMAN VI	3667	B27	\$76,356 - \$129,137
OMBUDSMAN VII	3668	B29	\$92,390 - \$156,256

GENERAL DESCRIPTION

Performs advanced (senior-level) mediation work. Work involves overseeing dispute resolution activities; assisting employees or the general public in resolving situations such as filing claims, obtaining or disputing benefits, or resolving grievances; preparing participants for conferences, meetings, hearings, and proceedings; and investigating complaints. May serve as a lead worker providing direction to others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees staff who provide advice on and explain relevant state and federal rules, regulations, programs, and procedures to employees or the general public.

Coordinates programs that assist employees or the general public in applying for benefits, hearing preparations, requests for court action, and resolution of grievances or disputes.

Coordinates the organization and maintenance of documentation and the recording of information on contacts and case actions.

Coordinates and performs dispute resolution activities.

Consults with various groups on issues and procedures concerning conferences, meetings, hearings, and arbitration proceedings.

Facilitates information sharing among various parties involved in a grievance, dispute, or claim.

Provides input on the development and integration of new methods, policies, and procedures related to program activities.

Provides information and assistance to employees or the general public; investigates and resolves complaints; and communicates with various groups on behalf of the individuals with a grievance, dispute, or claim.

Provides input on the updating of procedures, practices, and policies for publication by the agency.

Functions as a technical expert for grievances or claims processing and procedures.

Performs community education outreach activities to coordinate and stimulate interest in program services.

Advocates for the rights of residents in facilities.

May serve as a lead worker providing direction to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in claims management, insurance, social work, workers' compensation, counseling, mediation, or dispute resolution work. Graduation from an accredited four-year college or university with major coursework in business administration, psychology, sociology, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of pertinent laws and regulations, and of customer service practices or dispute resolution.

Skill in conducting investigations, in mediation and dispute resolution, in the use of a computer and applicable software, and in the use of interpersonal techniques.

Ability to analyze and prepare documents, reports, and correspondence; to investigate complaints; to recognize problems and identify and facilitate solutions; to develop and modify policies and procedures; to communicate effectively; and serve as a lead worker providing direction to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May be required to obtain an adjuster's license by the Texas Department of Insurance and maintain the license in good standing.