

State of South Carolina

Director of Self-Insurance

SALARY	Depends on Qualifications	LOCATION	Richland County, SC
JOB TYPE	FTE - Full-Time	JOB NUMBER	175627
AGENCY	Workers' Compensation Commission	DIVISION	Administration
OPENING DATE	04/28/2025	CLOSING DATE	6/12/2025 11:59 PM Eastern
RESIDENCY REQUIREMENT	No	CLASS CODE:	AN19
POSITION NUMBER:	60025128	NORMAL WORK SCHEDULE:	Monday - Friday (8:30 - 5:00)
PAY BAND	Band 5	HIRING RANGE - MIN.	\$38,985.00
HIRING RANGE - MAX.	\$55,000.00	OPENING DATE	04/15/2025
EEO STATEMENT	Equal Opportunity Employer	AGENCY SPECIFIC APPLICATION PROCEDURES:	Please complete the state application. Please ensure that all sections of the state application are filled out. Incomplete applications will not be considered.
VETERAN PREFERENCE STATEMENT	South Carolina is making our Veterans a priority for employment in state agencies and institutions.		

Job Responsibilities

As part of the South Carolina Workers' Compensation Commission's mission to provide an equitable and timely system of benefits to injured workers and employers in the most responsive, accurate, and reliable manner possible, it regulates self-insured entities across the state. The Commission is seeking a Director of Self-Insurance to administer the Self-Insurance program, ensuring that regulatory requirements and organizational goals are met. Under limited supervision reporting to the Commission's Executive Director, the Director of Self-Insurance ensures the employers and employers' funds who participate in the program achieve and maintain financial soundness and solvency. Job responsibilities include:

- Inspects and reviews self-insured employers' applications and self-insured funds' applications to verify the accuracy of the applications filed and to ensure compliance with the South Carolina Workers' Compensation Act and regulations applicable to Self-Insured entities.
- Evaluates the entity's financial solvency, excess insurance coverages, surety requirements, by-laws, trust agreements, indemnity agreements, reserve requirements, claims administration practices, and loss control practices. Writes reports to document findings and recommendations to be presented to the Commissioners at the monthly business meeting.
- Conducts annual audits and quarterly reviews of all individual self-insured employers, political subdivisions, and self-insured funds to ensure the solvency of each and their eligibility for continued participation in the self-insurance program. Regularly conducts on-site and mail-in audits of all entities participating in the program. Reviews all self-insured funds' quarterly financial reports and monitors a fund's financial solvency monthly, if necessary.
- Implements processes and procedures for monitoring self-insurers. Recommends regulation changes when appropriate. Regularly attends and participates as a speaker at industry and regulator conferences.
- Examines and analyzes over 200 Self-Insurance tax returns annually.
- Maintains records of all the Commission's self-insurance filings. Approves changes to the program. Monitors the claims administration of bankrupt or defaulting self-insurers and collecting on the self-insurer's security instrument when necessary.
- Supervises administrative staff that assist with the general clerical and data entry tasks related to departmental functions.
- Other duties as assigned.

Minimum and Additional Requirements

- Associate's degree and experience in accounting, auditing, finance, insurance, or tax preparation and/or analysis.
- Bachelor's degree with multiple accounting courses may be substituted for the work experience.
- Critical thinking skills with the ability to learn and apply SC Workers' Compensation laws and regulations.
- Experience using Microsoft Office Suite.
- Overtime and overnight travel as needed.

Knowledge, Skills, and Abilities:

- Knowledge of the principles, practices, methods, and theories of accounting, auditing, banking, and/or insurance.
- Knowledge of budgetary practices.
- Knowledge of federal and state laws and regulations relevant to the area of auditing responsibility.
- Skill in the use of calculators, notebook computers, and Microsoft Word and Excel.
- Ability to interpret and explain laws, procedures, and policies to other individuals.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to exercise judgment and discretion.
- Ability to plan and organize work activities and prioritize task completion.



Preferred Qualifications

- South Carolina Certified Public Accountant (CPA) License.
- Experience using OnBase and Progress systems are preferred but not required.

Additional Comments

The Workers' Compensation Commission ensures equal employment opportunities for all applicants. It does not discriminate based on race, color, religion, sex (including pregnancy, childbirth, or related medical conditions and lactation), national origin, age (40 or older), disability, or genetic information.

The Workers' Compensation Commission offers an exceptional benefits package for FTE positions that includes:

- Health, Dental, Vision, Long Term Disability, and Life Insurance for Employees, Spouses, and Children.
- 15 days of annual (vacation) leave per year
- 15 days of sick leave per year
- 13 paid holidays
- State Retirement Plan and Deferred Compensation Programs

Employer

State of South Carolina

Agency

Workers' Compensation Commission

Address

1333 Main Street
Suite 500
Columbia, South Carolina, 29201

Phone

803-737-5700

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