



## Be part of the WCRB Team!

If you are looking for a company that values your career aspirations, where identifying and solving problems is rewarded, teamwork is essential, and the benefits are outstanding, then the WCRB is for you! The Wisconsin Compensation Rating Bureau (WCRB) is a non-profit statutorily appointed organization charged with the responsibility of developing Workers' Compensation rates, managing, reviewing incoming policy and financial data, and issuing notices and fines. The WCRB also manages the Wisconsin's Workers Compensation Insurance Pool.

The WCRB has an immediate opening for the position of Inspector / Audit Team Member. In this position, a well-qualified candidate will have knowledge of or experience in workers' compensation classification, Claims Field Adjuster / Field Auditor experience, a bachelor's degree in insurance or comparable experience in the insurance industry and a valid driver's license. Acute attention to detail is required. This position requires a high school diploma or equivalent.

This is a full-time, remote position and the candidate would need to reside in Western Wisconsin or relocate to Western Wisconsin within three months of the date of hire. Salary commensurate with experience. Benefits include paid time off, paid holidays, health with HSA, dental, vision, pension, 401k, paid training, company vehicle, and tuition reimbursement.

If you meet the qualifications for this position and are interested in applying, please submit a cover letter and resume to [human.resources@wcrb.org](mailto:human.resources@wcrb.org).

<https://www.wcrb.org/>

## WISCONSIN COMPENSATION RATING BUREAU

### Position Description

#### Inspector/Audit Team Member

<b>Date:</b>	<b>January 29, 2025</b>	<b>Reports To:</b>	<b>Vice President Technical Services</b>
<b>Job Title:</b>	<b>Inspector/Audit Team Member</b>	<b>Classification:</b>	<b>Exempt</b>
<b>Territory:</b>	<b>Western Wisconsin</b>	<b>Department:</b>	<b>Technical</b>

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#### Summary

The Inspector/Audit Team Member position functions include but are not limited to travel throughout Wisconsin, physically conducting inspections and audits of employers in the state for determining proper workers' compensation classifications and exposures. Documenting the inspection/audit via a customized inspection software program. Perform various data entry, review, and customer service functions as described below.

#### Essential Duties and Responsibilities

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

1. Travel throughout Wisconsin, daily and overnight.
2. Physically conduct inspections and audits of employers in specified territory.
3. Update WCRB electronic files by reviewing electronic media output, entering all required data and/or changes according to the inspection/audit.
4. Using available resources, review records filed with the Bureau to assure accuracy of the data being submitted by the insurance carriers, agents, and insureds.
5. Be supportive and a positive influence on all team members and other WCRB staff.
6. Participate in resolving conflicts among team members and other departments.
7. Comply with Bureau policies and procedures.
8. Assist other teams when needed.
9. Participate in educational opportunities as appropriate.
10. Assist in special projects when requested by supervisor or a member of management.
11. Gain or have familiarity with various products on the WCRB Web site to assist customers.
12. Perform other duties, when requested, for which the employee is trained or qualified.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must reside in the Western part of the State, (the territory for this position). Relocation to Western Wisconsin is required within three months of date of hire. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- Knowledge of or experience in workers' compensation classifications and/or Claims Field Adjuster / Field Auditor experience is a plus.
- Valid WI driver's license with a good driving record.
- Bachelor's degree in insurance or a related field or comparable experience in the insurance industry.

### **Key Competencies**

- Customer Service/Communication
- Dependability and Adaptability
- Job Knowledge and Skill Application
- Teamwork
- Problem Solving
- Time Management

### **Knowledge, Skills, and Ability**

- Demonstrated analytical and decision-making skills.
- Demonstrated communication skills, oral and written.
- Demonstrated customer service skills.
- Demonstrated listening skills.
- Demonstrated interpersonal skills.
- Demonstrated telephone etiquette.
- Attention to detail and accuracy.
- Working knowledge of personal computers.
- Proficiency in Microsoft Office Suite products.
- Ability to multi-task and prioritize deadlines.
- Self-motivated, and able to work effectively without supervision.
- Ability to be trained in all position functions.
- Ability to meet and exceed job expectations.
- Represent the WCRB, and WWCIIP, in a friendly and professional manner.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to drive and sit; talk or hear; and use hands to handle, or touch objects or controls. The employee is regularly required to stand and walk. On occasion, the employee may be required to stoop, bend, or reach above the shoulders. The employee must occasionally lift up to 5 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This is a full-time position Monday through Friday. Core business hours are 7:45 a.m. – 4:15 p.m. Occasional work outside core business hours, including overtime, may be required.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position operates in a semi-paperless clerical environment. Once fully trained, and upon approval of the manager, an employee may be eligible to work remotely, with the requirement that they are on-site for the mandatory “in-office” days, and as required for special meetings, training, and projects, by their manager and/or any member of management. The employee must have reliable internet connection at the telecommuting worksite that allows the employee to timely and effectively complete their work tasks. This position routinely requires use of standard office equipment such as computers, phones, calculators, photocopiers, printers, and fax machines. The noise level in the office work environment is usually low to moderate.

The Wisconsin Compensation Rating Bureau considers remote work to be a viable alternative arrangement that may be appropriate for some positions. Management approval and employee performance determines eligibility to work remote.

The Wisconsin Compensation Rating Bureau is an equal employment opportunity employer and complies with all applicable laws prohibiting discrimination based on race, color, religion, sex, age, national origin, disability, medical condition, veteran status, sexual orientation, or any other personal characteristic protected by applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and training.