

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: RISK MANAGEMENT SPECIALIST

BASIC FUNCTION:

Under the direction of Controller/Assistant Business Manager, perform a variety of complex technical and specialized functions services related to the various aspects of risk management; coordinate efforts in the areas of Workers' Compensation, property and liability claims, Return-to-Work programs, employee benefits and wellness programs and other related programs; provide risk management assistance and research to schools and departments; and provide administrative support to Fiscal Services department.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform complex technical and specialized duties in the areas of Workers' Compensation, property and liability claims, Return-to-Work, employee benefits and wellness, and other related programs; assure compliance with related laws, codes, regulations, policies and procedures.

Review and investigate employee accident reports; assure completeness of employee reporting documentation; report industrial injuries and illnesses requiring medical treatment to third party administrator for claims processing; notify CalOSHA for serious injuries and maintain log for year-end reporting as required; provide support in finding placement for Return-to-Work employees, as necessary.

Research employee absences and periods of restricted duty in relation to Workers' Compensation and maintain current status report for OSHA and other outside agencies; review loss trends and make recommendations where additional training or review of work processes are needed to improve employee safety and productivity.

Process property and liability claims according to established procedures; process tort claims, vehicle accident claims, employee property claims, vandalism, thefts and other related claims; research issues as necessary and serve as a resource to claimants; work with insurance carrier on investigation and processing of claims for insurance settlement.

Provide administrative support to Controller; respond to inquiries and provide assistance to staff and the public; submit requisitions, work orders, troubleshoot equipment issues and monitor attendance; receive and distribute supplies to staff; process wire transfers for medical insurance payments.

Process, evaluate and maintain claims against assigned organization such as public legal claims, property and liability claims, claims for vehicle accidents, property damage and employee reimbursements for vandalism; track and document claims and potential claims against assigned organization.

Serve as the administrator for the District's Bloodborne Pathogen program; organize and coordinate comprehensive and periodic training programs for District sites and departments; arrange for Hepatitis B vaccinations for designated employees; follow up on Workers Compensation bloodborne pathogen exposure as directed.

Coordinate benefits open enrollment activities and employee wellness activities, including contacting vendors to schedule presentations or provide services, and preparation and distribution of brochures, forms or other related materials; administer annual Flu Shot Clinic, as assigned.

Conduct ergonomic inspections throughout the District and arrange for other safety inspections as needed or requested.

Administer District's medical waste program and coordinate pick up of waste materials with vendor and warehouse staff

Review student accident reports, identify any necessary actions to report to District maintenance staff, and submit reports to District insurance carrier.

Maintain and update the illness and Injury Prevention Program (IIPP), as necessary; assign related training to employees and provide updated program materials to all sites and departments, as needed.

Prepare and maintain a variety of requested and mandated records, files and reports related to assigned activities; conduct periodic analysis and reporting of claims and losses.

Maintain effective communication with claims adjustors, defense attorneys, and insurance company representatives regarding claims and litigation

Operate a variety of standard office equipment including computer and assigned software.

Attend and participate in various meetings, workshops and conferences.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Workers' Compensation and property and liability forms.
- Organizational policies, rules and regulations related to risk management and insurance functions.
- Rules and regulations of FMLA, COBRA, Workers' Compensation, Return-to-Work, Labor Code, OSHA safety practices and State requirements.
- Accounting practices and procedures.
- Processing of various claims and lawsuits.
- Operation of a computer and assigned software.
- Interpersonal skills including tact, patience and courtesy.
- Record-keeping and filing techniques.
- Research methods and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Mathematical computations.

ABILITY TO:

- Interpret and understand internal and legislative policies and procedures.
- Disseminate knowledge and assistance to employees, school sites and administration, the community and various vendors regarding health benefits, Workers' Compensation, property and liability, safety and disaster preparedness.
- Mediate employee eligibility or coverage problems with plans and resolve issues among vendors, health care providers and employees within contractual and organizational policies and regulations.
- Present information to large groups of employees or community members.
- Maintain confidentiality of sensitive information.

Plan and organize work.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Operate a computer and other office equipment.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Prepare and maintain records, reports, forms and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, human resources or related field and three years of increasingly responsible risk management, human resources or related experience. Bachelor's degree in personnel administration, public administration, business administration, psychology, or a closely-related field desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Ability to qualify and maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.
Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.

CLEARANCES:

Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug Screen