

## RISK MANAGEMENT SPECIALIST

### **CLASS SUMMARY**

Under general supervision, performs complex duties in coordinating and providing support for the District's risk management program and workers' compensation insurance program for employees; provides technical information and assistance to staff, claims administrators, medical and legal professionals; files claims, maintains risk management records, research and compiles a variety of reports; provide administrative support for the Risk Manager and Benefits Analyst.

### **REPRESENTATIVE DUTIES**

Coordinates Workers' Compensation claim processing; compile and distribute forms and information to injured workers, ensures proper investigation of accident by supervisors; Maintain files and reports related to workers' compensation and the OSHA 300 log to ensure compliance with Occupational Safety and Health Administration (OSHA) requirements; Monitors claimants' restrictions and coordinates the District's return-to-work program; Receive and process subpoenas and requests for documents on behalf of the District; Issue Certificates of Insurance and maintain logs for departments; contacts insurance administrators as necessary. Compile vehicle accident report / property claims information and submits to insurance companies for payment and/or settlement; Coordinates the DMV Pull-Notice program; Conducts ergonomic reviews of employee workstations as-needed; Performs a variety of special projects at the request of the Risk Manager; Provide general administrative support to the risk management function: correspondence, memoranda, and reports, reception functions, processing mail, data entry, and maintaining schedules and records; prepare purchase requisitions and assist with department budget; Maintain the Risk management web site. Performs other related duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator and is responsible for activities of risk management support work.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of education and experience equivalent to one year of college training in office management or a similar field that would provide the required knowledge, skills, and abilities. Three (3) years of experience involved in workers compensation, California Occupational Safety and Health Administration (OSHA) reporting or other activities related to daily functions in a risk management office.

RISK MANAGEMENT SPECIALIST cont'd

**Knowledge and Abilities:**

**Knowledge of:**

Filing, record keeping, and tracking systems; Modern office equipment including computer equipment and software application program; English language to effectively communicate in person, over the telephone, and in writing;

**Ability to:**

Work with accuracy, speed, and minimal direction; Maintain accurate risk management records; prioritize tasks and request; to use of tact and discretion while working with sensitive and confidential materials. Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, procedures, and practices of risk management administration; Compose correspondence and reports independently or from brief instructions; Make accurate arithmetic and statistical computations; Understand and follow oral and written instructions; Organize own work, set priorities, and meet critical time deadlines; Understand scope of authority in making independent decisions according to established policies and procedures; Establish, maintain, and foster positive and effective working relationships within the district and with outside resources.

**Physical Requirements:**

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment.