

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: RISK MANAGEMENT SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director of Risk Management, perform specialized technical support and administrative duties to the District in the areas of insurance risk financing, risk control, loss analysis, claims and litigation, staff training and consultations, occupational safety and environmental health, regulatory compliance and budgeting; assure compliance with applicable laws, codes, rules and regulations.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform specialized technical support and administrative duties to the District in the areas of insurance risk financing, risk control, loss analysis, claims and litigation, staff training and consultations, occupational safety and environmental health, regulatory compliance and budgeting; assure compliance with applicable laws, codes, rules and regulations.

Participate in the processing of incoming liability and property loss claims; maintain files and monitor response deadlines and statutes of limitations; prepare and mail legal notices on claims.

Assist in the investigation of employee and student injuries, vehicle and public accident incidents; interview involved parties and school personnel to discover essential facts; visit sites and take photos and measurements; assure property procedures are followed; assist with the review and follow-up of student and staff injury and loss reports with a focus on prevention; assist in finding placement for Return-To-Work employees.

Answer telephones and greet visitors; respond to inquiries from staff, the public and outside agencies regarding risk management policies and procedures; schedule appointments for the Director of Risk Management.

Assist in responding to subpoenas and Public Records Act requests; assist with pre-trial discovery and depositions; schedule conference rooms and witnesses for depositions.

Maintain effective communication with claims adjustors, defense attorneys, insurance company representatives and Joint Powers Authority (JPA) personnel regarding claims and litigation.

Compile data and prepare and maintain a variety of records, logs and reports related to workers' compensation, property and liability claims, and student accidents. Establish and maintain filing systems; assure record-keeping and reporting complies with established rules and regulations.

Monitor expenses and contracts for a variety of programs such as Workers' Compensation, General Property and Liability, excess coverage, drug testing, and medical screen programs; track related budgetary materials.

Perform ergonomic evaluations of employee workstations; visit District sites; observe employees and take photographs and measurements; follow-up with supervisors and employees regarding ergonomic recommendations.

Assure site Injury, Illness Prevention Program Coordinators and Hazard Communication Plans are current and properly utilized.

Assist with the preparation and delivery of staff training regarding insurance and safety procedures, ergonomics, general loss control and prevention; assist in the development of training opportunities.

Establish and maintain claims files; assist with the preparation of various reports and summaries regarding Workers' Compensation, claims and litigation and performance of insurance programs; revise and prepare forms or manuals for use throughout the District regarding safety or liability issues.

Assist in monitoring the Owner Controlled Insurance Program for large construction projects; review contracts, agreements, forms and related documents to assure adequate protective language as directed.

Contact law enforcement, insurance companies, business and private parties to arrange for recovery of monies due to the District from losses caused by accidents or vandalism to District property.

Prepare a wide variety of reports and summaries related to assigned activities; maintain confidentiality of sensitive and privileged information.

Receive, sort and distribute incoming mail and supplies; compose departmental correspondence; maintain supply and equipment records.

Attend a variety of meetings, conferences and workshops to maintain current knowledge of applicable laws, codes, rules and regulations; monitor new legislation affecting assigned activities; prepare and deliver oral presentations as requested; represent the department in the absence of the Director of Risk Management.

Attend and participate as a member of the district's Injury Illness Prevention Committee.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.

Arrange for issuance of Certificates of Insurance for outside agencies and contractors; review Facility Use Permits for proper insurance requirements.

Coordinate the distribution of student insurance packets to school sites; maintain master insurance policy.

Assist with the review of Workers' Compensation claims from the legal and prevention standpoints; review supervisor reports.

Perform a variety of special projects as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Risk Management and Insurance laws, codes, rules and regulations.
- Regulatory agencies governing Risk Management and Insurance.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Basic budgeting practices regarding monitoring and control.
- Operation of specialized equipment used in loss incident investigation.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Record-keeping and report preparation techniques.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Perform specialized technical support and administrative duties to the District in the areas of risk management.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Learn District organization, operations, policies and objectives.
- Prepare and maintain a variety of records, reports and files.
- Understand and resolve issues, complaints or problems.
- Understand and work within scope of authority.
- Compose correspondence and written materials independently.
- Type or input data at 45 words per minute from clear copy.
- Prepare and deliver oral presentations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain confidentiality of sensitive and privileged information.

Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level coursework in a related field and three years of increasingly responsible risk management experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, and a driving record acceptable to the District for insurance purposes.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and outdoor environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and specialized equipment.  
Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of materials and perform inspections.  
Bending at the waist, kneeling or crouching to perform inspections.  
Walking.  
Sitting for extended periods of time.  
Reaching overhead, above the shoulders and horizontally.  
Lifting, carrying, pushing or pulling moderately heavy equipment to perform evaluations and inspections.

**HAZARDS:**

Potential for exposure to chemicals and fumes.  
Potential for contact with dissatisfied or abusive individuals.  
Traffic hazards.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*