

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: RISK MANAGEMENT TECHNICIAN I

BASIC FUNCTION:

Under the direction of the Risk Manager, perform advanced clerical technical work specializing in the areas of Risk Management including general liability, workers' compensation, injury and illness prevention, property and casualty, loss recovery, student accident insurance, drug and alcohol testing for commercially licensed employees and related areas of risk identified according to District needs; provide technical support in the identification of exposures to loss and the develop, implementation and evaluation of loss control techniques, claim management and risk financing.

DISTINGUISHING CHARACTERISTICS:

The Risk Management Technician I is the entry-level classification in the Risk Management Technician series. Incumbents assist and participate in insurance claims processing and injury prevention programs.

The Risk Management Technician II incumbents monitor, coordinate and participate in the full range of programs in the risk management office, including workers' compensation, property and liability, safety, investigations, hazardous materials and others.

ESSENTIAL FUNCTIONS:

Maintain and review records, reports and files regarding employee and student accident and insurance programs, policies in force, premiums, claims incurred losses.

Coordinate issuance of certificates of insurance and provide related assistance for school and District activities.

Participate in monitoring claims and litigation relating to workers' compensation, liability, property, and student accident insurance and assist in developing and implementing corrective action where needed.

Mediate employee eligibility or coverage problems with plans and resolve issues among vendors, health care providers and employees within contractual and District policies and regulations.

Interpret risk management programs, policies and procedures to administrative personnel, other employees and the community.

Make minor decisions in resolving work-related problems for employees, parents and students based on established policies and procedures.

Implement injury prevention programs; recommend programs, procedures or tasks to reduce injuries in cost effective ways.

Assist in preparation of reports to Management, Board of Education, City, County, State and Federal agencies as required.

Assist in implementing plans, policies, procedures and programs for District risk management activities.

Compose departmental correspondence.

Communicate between office assigned and schools or other departments as needed to assist Director or designee.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Principles and practices of customer service.

Operation of a computer and assigned software.

Interpersonal skills including tact, patience and courtesy.

Record-keeping and filing techniques.

Oral and written communication skills.

Public speaking techniques.

ABILITY TO:

Perform advanced clerical technical work specializing in the areas of Risk Management.

Learn summary plan descriptions, vendor contracts, workers' compensation and property and liability forms.

Learn District policies, rules and regulations.

Learn rules and regulations of workers' compensation and Labor Code, OSHA safety practices and related sections of the California Education Code.

Maintain confidentiality of sensitive and privileged information.

Plan and organize work.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

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

Type at a minimum of 35 words per minute.

Determine appropriate action within clearly defined guidelines.

Work independently with little direction.

Prepare and maintain records, reports, forms and files.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information and make presentations.
See to read a variety of materials.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years of responsible clerical or administrative assistant experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.