

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: RISK MANAGEMENT TECHNICIAN II**

#### **BASIC FUNCTION:**

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

#### **DISTINGUISHING CHARACTERISTICS:**

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. 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.

#### **ESSENTIAL FUNCTIONS:**

Control, maintain and review records, reports and files regarding employee and student accident and insurance programs, policies in force, premiums, claims incurred losses, renewal data and loss ratios.

Assist the Risk Manager with the day-to-day guidance of other support staff in Risk Management Office.

Participate in the workers' compensation program, property and liability programs, safety, accident investigations, drug testing, hazardous materials and other District programs.

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.

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

Prepare and issue reports to Management, Board of Education, City, County, State and Federal agencies as required.

Process, monitor and analyze claims and litigation relating to workers' compensation, liability, property, and student accident insurance; develop and implement corrective action where needed.

Coordinate contacts with claims adjusters, insurance carriers, courts of law and attorneys involving claims and litigation.

Participate in developing, recommending and implementing plans, policies, procedures and programs for District risk management activities.

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

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

Compose departmental correspondence.

Compile data for budgets; post and maintain budgetary and financial records.

Communicate between office assigned and schools or other departments.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

District policies, rules and regulations.

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

Principles and practices of providing work direction and guidance to others.

Operation of a computer and assigned software.

Interpersonal skills including tact, patience and courtesy.

Report preparation techniques.

Record-keeping and filing techniques.

Oral and written communication skills.

Public speaking techniques.

**ABILITY TO:**

Perform a variety of responsible technical work specializing in the areas of Risk Management.

Process, monitor and analyze claims and litigation.

Maintain confidentiality of sensitive and privileged information.

Train and provide work direction to others.

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.  
Analyze situations accurately and adopt an effective course of action.  
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 supplemented by college-level course work in insurance, risk management or a related field and two years of experience in processing or adjusting insurance claims, loss control, loss prevention or a related field.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.