

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Risk Management Specialist

**Pay Table:** Support

**Pay Grade:** 9

**FLSA Status:** TBD

**Job Code:** 552

**Reports to:** Risk Director

### **JOB SUMMARY**

Under the supervision of the Risk Director, the Risk Management Specialist processes workers compensation claims, coordinates "light duty return assignments," assists with coordination and conduct of training, administers vehicle and event insurance programs, coordinates elevator/lift inspections and repairs, supports emergency preparedness activities and security, and provides secretarial and clerical services to the Nursing Services, and Risk Management Department.

### **ESSENTIAL JOB FUNCTIONS**

- Receives and processes district workers compensation claims.
- Reviews workers compensation claims for accuracy and completeness before submission. Adds information or makes corrections by accessing the district computer records or by telephoning incumbent or appropriate supervisor.
- Compiles information on each workers compensation claim. Gathers written narratives from employees, witnesses and involved administrators. Reviews statements and obtains additional information as required. Makes arrangements for requested tests and examinations (MRI, etc).
- Makes recommendations to the district Risk Director regarding the denial of claims or submission to Utah School Boards for payment.
- Prepares and maintains workers compensation records and answers questions regarding workers compensation program or claims.
- Coordinates with departments to facilitate and ensure that workers are at work after returning from workers compensation leaves.
- Coordinates and arranges light duty return assignments.
- Evaluates light duty return requests and makes recommendations to the Risk Director.
- Locates and arranges light duty work for employees who cannot be accommodated by their departments.
- Monitors employees on light duty assignments, checking daily on their progress and well-being.
- Compiles employee hours worked at light duty assignments and submits light duty

payroll information.

- Re-evaluates light duty positions weekly by coordinating with the job site, the Utah School Boards, the attending physician and the employee.
- Assists with coordination and conducting of Risk Management training and workshops.
- Assists with coordination and conducting of Risk Management workshops. Teaches CPR sections of workshops.
- Maintains records of participation in workshops and training.
- Oversees insurance claims for all district vehicles.
- Receives accident reports, creates files, and monitors claim activity.
- Responds promptly to all claims and inquiries received. Sends/receives communication regarding missing documents or required information.
- Provides claim information, documentation, or other support as needed to Risk Management investigators.
- Prepares and submits accurate reports, information, or data as required. Informs Risk Management Director of status of open claims.
- Assists in processing claims by working with district personnel, insurance carriers, general public, or others as needed.
- Corresponds with employees, students, general public, law enforcement, insurance carriers.
- Responds to requests for information as needed.
- Recommends updates to insurance procedures, standards and policies as needed.
- Issues certificates of insurance for all district events.
- Communicates with school officials, students, 3rd party vendors, venue personnel.
- Reviews and evaluates requests for certificates of insurance for accuracy, completeness and compliance with district policy.
- Ensures certificate of insurance is issued in a timely manner.
- Coordinates assignment of deaf interpreters to district events and meetings.
- Contacts, schedules and verifies assignment with district authorized deaf interpreters.
- Communicates with district personnel, officials, and interpreters.
- Ensures payment for services is processed timely.
- Ensures that all district elevators and lifts are routinely inspected and serviced
- Maintains files for all elevators and lifts including service records, work orders, violation records, and inspections.
- Contacts service vendors immediately if service is interrupted.
- Determines use of internal maintenance personnel or external vendors depending on severity or urgency of maintenance needed.
- Initiates notification to Utah Labor Commission when equipment is out of service.
- Monitors completion of repair and discharge of any notice of violation from regulatory officials.
- Utilizes proprietary software to maintain records, reports, data, or notifications.
- Acts as the Emergency Preparedness Technician.
- Initiates emergency response protocol as required for emergency events throughout the district.
- Logs all emergency events, maintains documentation, files, correspondence, etc.
- Acts as local coordinator when other members Risk Management team are deployed to emergency locations.
- Operates security camera equipment as directed by Risk Management personnel or emergency responders.
- Communicates appropriate and specific information to a diverse constituency

- including district officials, school personnel, parents, emergency responders, etc.
- Coordinates monthly fire drills with individual school officials.
  - Maintains and updates emergency call tree listing.
  - Provides payroll and support services to nursing staff.
  - Forwards reports of student injury to state officials.
  - Receives processes and maintains files of departmental reports and records (e.g., student injury reports, MSDS sheets, elevator maintenance records, Hepatitis A and B shot records).
  - Answers the telephone and makes telephone calls. Greets visitors. Screens to determine assistance required and appropriate source of information. Schedules caller appointments if required.
  - Provides information from files and records or knowledge of departmental program and policies. Makes routine operating decisions within established guidelines. Resolves problems relating to area of knowledge and responsibility.
  - Schedules conferences and meetings upon request of supervisor. Makes appointments within specified hours or after consulting with supervisor. Contacts personnel to attend. Takes notes at meetings concerning decisions and discussion. Types minutes and submits to supervisor for approval. Prepares and sends out meeting agenda and distributes minutes.
  - Receives and sorts mail. Sends and receives email messages. Composes routine correspondence at direction of supervisor or from file or record data (requests for information, follow up correspondence, transmittals, etc.)
  - Takes shorthand dictation or uses notes or voice recordings. Transcribes into correspondence, studies, reports, records, etc. Processes/types documents from notes or rough drafts. Determines word processing/typing formats or arrangements for studies and reports.
  - Enters and processes data in personal and mainframe computer programs.
  - Assists supervisor in locating and compiling data, compiles routine reports.
  - Maintains numeric and/or alphabetic files and records. May maintain personnel records and time cards.
  - Processes personnel action forms. Arranges applicant interviews.
  - Monitors budgets, effects budget transfers, and prepares budget reports.
  - Processes expenditure requests and purchase orders. Orders warehouse supplies.
  - Prepares, checks and files payrolls.

### **MINIMUM REQUIREMENTS**

- Three (3) years of related office experience and/or post-high school education.
- Knowledge of district policies, state laws and regulations that impact the district risk management activities.
- Certificate as an Associate in Risk Management (ARM) is desirable.
- Claims Adjuster and FEMA Courses.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- Ability to operate a computer, peripherals, and application software programs including database management, spreadsheets, word processing and other proprietary software related to assignment.
- Familiarity with safety programs, general liability, and workers compensation claims.
- Ability to deal with confidential and sensitive matters in a professional manner.

- Strong English written and verbal communication skills.
- Ability to interpret, apply, and explain applicable district policies and procedures.
- Telephone skills.
- Strong interpersonal skills for dealing with public and other office staff.

### **PHYSICAL DEMANDS**

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, repetitive motion, speaking, talking and visual acuity.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*