



## Job Description

POSITION CODE: 507  
Classified Group: CSEA  
Salary Range: 41  
Work Days: 261  
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**POSITION TITLE:** Risk Management Analyst

**DEFINITION:** Under general supervision, analyzes, prepares and supervises specialized and complex work relating to the district's risk management functions.

**DIRECTLY RESPONSIBLE TO:** Supervisor, Risk Management and Employee Benefits

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Interprets risk management programs, policies, and procedures to administrative personnel and other employees, and the community.
2. Assists in the development, implementation, and monitoring of a comprehensive loss prevention and employee safety program.
3. Coordinates and monitors the district's Injury Illness and Prevention Program (IIPP).
4. Makes recommendations for appropriate in-service training in areas of employee safety.
5. Secures presenters or may make presentations on risk management topics and issues.
6. Assists in analysis of all claims and litigation relating to workers' compensation, property, liability, and student insurance and develops and recommends loss prevention procedures and/or corrective action when necessary.
7. May make site inspections where complaints/problems have been identified.
8. Drafts responses to complaints and performs follow up visits.
9. Prepares and maintains manuals, procedures, reports, and files related to safety programs and loss prevention.
10. Attends training classes on safety and loss prevention and makes recommendations for policy or procedural changes.
11. Develops, implements, and monitors procedures for processing property/vehicle and liability claims and supervises the processing of claims.
12. Serves as liaison with insurance carriers for claims.
13. Assists with the coordination of the district's workers' compensation structured return to work program, working with claims adjusters, early intervention nurses, and district supervisors and administrators to resolve return-to-work issues.
14. Prepares and issues reports to district administration and county, state, and federal agencies as required.
15. Maintains financial records and compiles data for budgets.
16. Assists in ensuring compliance with various local, state, and/or federal regulations regarding risk management functions.
17. Performs related work as required.

### **QUALIFICATIONS:**

#### Education and Experience:

Any combination of training, education, and/or experience equivalent to an Associate Degree (two-year) from an accredited college or university and three years of increasingly

responsible experience in one or more of the core areas of risk management (i.e. insurance, workers' compensation, safety).

Knowledge, Skills, and Abilities:

- Knowledge of risk management principles, particularly as they apply to workers' compensation and property/liability
- Knowledge and skill in use of computers and assorted software programs used for statistical data, word processing and database management
- Knowledge of district policies, procedures and collective bargaining contracts relating to risk management issues
- Ability to analyze and interpret loss data, program costs, and prepare accurate and complete reports
- Ability to read, learn, interpret and apply complex federal, state, and district regulations
- Ability to communicate effectively both verbally and in writing with all levels of district staff and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, vendors, outside contractors/consultants, and the community
- Ability to analyze and resolve problems situations with tact and diplomacy and take effective courses of action
- Ability to establish and maintain records and maintain confidentiality of privileged information obtained in the course of work
- Ability to maintain consistent, punctual and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor office and outdoor environments
- Moderate noise
- Continuous contact with staff and frequent interruptions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about the facilities to conduct work including, walking, standing, remaining seated, reaching with arms and hands, stooping, kneeling, crouching, and remaining in a stationary position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 9/26/2017  
Adopted: 6/26/2001  
Revised: 9/05/2017