

SAFETY RISK MANAGER

Job Group: Human Resources

Classification: Manager

Terms of Employment: 12 month individual manager agreement

FLSA STATUS: EXEMPT

POSITION SUMMARY: Assists the Director of Human Resources in planning, managing and implementing the District's employee insurance packages, worker's compensation, unemployment, employee wellness program, retirement plans, school safety plans and other related programs and plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Oversees district's medical, dental, vision, prescription and life insurance plans in coordination with the district's insurance broker; supports employee changes online for new hires, change in status and terminations.
2. Oversees district's Cobra program, by submitting changes online for all new hires and terminations.
3. Coordinate all workers compensation claims with district's Third Party Administrator (TPA), keeps files current, and files OSHA reports at the end of each calendar year.
4. Oversees and researches all worker's compensation claims, and investigates to determine cause, and provides a plan to help prevent future similar accidents from occurring
5. Oversees school and district wellness plans, supporting staff safety and healthy lifestyles
6. Researches and responds to all claims for unemployment and answers appealed claims.
7. Attends schools' safety meetings, collects schools' safety plans, lockdown and fire procedures, and works cooperatively with the Lyon County Sheriff's Office, and other applicable agencies.
8. Coordinates and tracks all ADA & FMLA cases to ensure compliance
9. Coordinates open enrollment for benefit plans for employees and retirees and Section 125 Flex plans with school sites.
10. Updates and revises wellness, safety and benefit forms as needed, and updates information on District Web Page.
11. Organizes and attends Insurance Committee meetings with insurance broker, and advises employees and retirees of benefit changes. Works with Director of HR to submit recommendations of committee to Board of Trustees.
12. Coordinates and supports safety topics and training for district, including E-Learning for all employees, proactive measures to minimize worker's compensation injuries and strategizes to ensure a safe working environment exists for all staff.
13. Trains and organizes training for employees regarding duties listed above.
14. Assists the Director of HR in other related duties as assigned.

ACCOUNTABILITES: Works under the direct supervision, and is evaluated by of the Director of Human Resources.

POSITION EXPECTATIONS:

1. Knowledge of FMLA, ADA, ERISA, HIPAA, Nevada Worker's Compensation, Laws
2. Familiarity with collective bargaining agreements from all employee groups.
3. Familiarity with Lyon County School District policies and procedures.
4. Ability to work independently without supervision and as a team member.
5. Skill of organizing and prioritizing multiple tasks and adhering to deadlines.
6. Ability to communicate clearly and accurately with employees at all levels and through multiple mediums.
7. Ability to effectively communicate with other agencies and organizations.
8. Familiarity with investigative procedures regarding worker's compensation, student and staff safety.
9. Ability to write professional reports, policies and guidelines to support essential functions listed above.

10. Demonstrate knowledge of Microsoft Word, Excel, Outlook, FileMaker or Access (data base) and other desktop publishing software.
11. Demonstrate accuracy with online data input for all insurance and Cobra notifications.
12. Knowledge of office procedures, office equipment (copier, scanner, fax machine, postage machine and multi-line phone system).

POSITION REQUIREMENTS:

Education and Training (requirements can be met in multiple ways):

1. Bachelor's degree and
2. Three (3) years' experience in Risk Management and Benefits including safety and workers' compensation, or five (5) years current experience in these areas, preferred
3. Additional human resources certifications preferred (PHR, SPHR, GPHR, HRMP, HRBP, etc)
4. Valid Nevada Driver's license or alternative means of travel.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT:

Strength: Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

An Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____