

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: June 16, 2023

Salary Schedule: 20; Row: 35

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: RISK MANAGEMENT SPECIALIST

JOB PURPOSE STATEMENT: Under administrative supervision, assists in planning, administering, analyzing and implementing the Workers' Compensation Program, Return to Work Program, a pro-active Property and Liability Program, Employee Benefits Program, and a variety of other risk management functions related to emergency preparedness, safety, student injuries, and performs other job-related duties as assigned.

JOB FUNCTIONS:

- Assists in planning, organizing, and coordinating a variety of activities related to the District's risk management program; analyzes claims and loss trends to identify exposures and assists with developing and implementing loss control techniques to mitigate future losses or claims.
- Analyzes, reviews and processes Workers' Compensation claims.
- Coordinates the District's Return to Work Program for industrial injuries and illnesses.
- Participates in accident/incident investigations and helps identify loss control measures to reduce or eliminate future losses.
- Conducts workstation ergonomic evaluations to reduce exposure to awkward positions, and repetitive tasks.
- Tracks student injury reports and follows up as needed.
- Processes property claims within the District's self insured retention.
- Assists with implementing, updating, and monitoring the District's Injury Illness and Prevention Program (IIPP), and all related/required plans.
- Participates in the planning, implementation, and evaluation of emergency response exercises and drills; tracks compliance related to monthly reports.
- Monitors emergency preparedness supplies, inventories and inspections.
- Coordinates the District's emergency radio system and drills.

JOB TITLE: RISK MANAGEMENT SPECIALIST

Page 2 of 4

JOB FUNCTIONS - continued

- Participates in the County of Riverside's Public Safety Enterprise Communication (PSEC), radio exercises and drills.
- Administers the District's health and welfare program for active and retired employees including monthly billing reconciliation, payment, and coordinating open enrollment.
- Maintains compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- Ensures compliance with the Affordable Care Act (ACA) and assists with the preparation and filing of required IRS forms.
- Participates in informational activities including meetings, workshops, committees, health fairs, and new employee orientations providing information regarding health and welfare benefits and enrollment procedures.
- Manages and maintains on-line platforms related to claims, emergency response, employee benefits, safety training, and workers compensation.
- Corresponds as necessary with a variety of District personnel, claims adjusters, medical personnel, attorneys, law enforcement, consultants, and others to exchange information, resolve issues or concerns and coordinate activities.
- Maintains confidential records/reports, including student injury information, medical reports, documents for litigation, and other legal records.
- Prepares a wide variety of often complex reference, presentation, policy, training and safety awareness materials.
- Assists with the preparation of the department budget, monitors account balances and related fiscal/financial activity including billing, processing payments, submitting purchase requisitions, and recordkeeping, etc.
- Serves as liaison and collaborates with other departments.
- Performs other job related duties as assigned.

JOB QUALIFICATIONS:

Knowledge of:

- Basic principles and practices relating to all areas of risk management
- Laws/Rules/Regulations related to California workers' compensation, California Education Code, Occupational Safety and Health Administration (CalOSHA), California Code of Regulations (CCR), and other county, state and federal laws relating to safety, employee benefits, etc.

JOB TITLE: RISK MANAGEMENT SPECIALIST

Page 3 of 4

JOB QUALIFICATIONS - continued

- Loss control and mitigation techniques related to occupational health and safety.
- Modern office equipment, PC operating systems, practices & procedures.
- Proper English, vocabulary and spelling.
- Oral and written communication skills including correct and accurate use of English grammar, punctuation, spelling, and sentence structure.

Ability to:

- Read, interpret and explain related laws, codes, rules, policies and procedures.
- Work independently with minimum direction.
- Research, investigate and prepare a variety of reports.
- Perform mathematical calculations and basic computer skills for data entry and processing.
- Operate standard office equipment, productivity platforms, and computers
- Collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.
- Organize and maintain the security of confidential materials and information
- Exercise a high degree of clerical skills in the control of complex personnel transactions
- Understand and carry out oral and written directions in English
- Establish and maintain an effective working relationship with staff, students, parents, community members, and prospective employees
- Provide excellent customer service
- Work effectively with details under pressure and with frequent interruptions
- Compose correspondence utilizing proper grammar, spelling, punctuation, and business format
- Demonstrate strong analytical and problem-solving skills
- Exhibit excellent organizational skills and attention to detail
- Maintain time management skills with a proven ability to meet deadlines

JOB TITLE: RISK MANAGEMENT SPECIALIST

Page 4 of 4

JOB QUALIFICATIONS - continued

Education:

- High school diploma or equivalent
- Successful completion of forty-eight (48) semester units of advanced coursework in the principles of accounting or worker's compensation or risk management (preferred)
- Certified School Risk Manager (CRSM) designation (preferred)

Experience:

- Three (3) years of increasingly responsible experience in risk management, employee benefits and/or worker's compensation programs. Experience in an educational setting is desirable.

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

PHYSICAL ABILITIES:

- Able to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, safely lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator and computer keyboard

Negotiated: 05/12/2023