

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: RISK/SAFETY SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical and specialized functions in support of the District's risk management program; monitor compliance with laws, policies and accounting practices related to risk management accounting; receive, process and maintain a variety of records and files regarding insurance claims and other information related to assigned activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical and specialized functions in support of the District's risk management program; monitor compliance with laws, policies and accounting practices related to risk management accounting.

Administer OSHA safety trainings including troubleshooting online accounts.

Receive; review and investigate incident and injury reports and claims; communicate with employees, third party administrators, nurses supervisors, clinics or others regarding injury details, work status, light duty assignments, and resolution of Worker's Compensation claims; coordinate temporary disability with Payroll for injured employees off work; assist employees with proper completion of documentation; prepare and submit related summaries and reports to appropriate outside organization or District personnel.

Conduct new employee orientations with regards to Worker's Compensation and safety; arrange meeting rooms and assure availability of related handbooks or materials; maintain records of participants.

Prepare and maintain files, records and a variety of narrative and statistical reports related to assigned functions; compose and type a variety of complex correspondence; maintain confidentiality of sensitive and privileged information.

Receive and process property and liability claims to appropriate third-party claims administrator for handling and adjustment; investigate accidents and claims as directed; prepare and maintain related legal files and records; verify and pay invoices and prepare budget transfers.

Maintain track of modified duty days and temporary total disability payment days for employees on Workers' Compensation; attend and coordinate accommodations meeting with appropriate administrators for employees with permanent work restrictions; oversee Workers' Compensation cases and return to work statuses; retrieve liability police reports.

Monitor and maintain District Safety programs for potential safety and fire hazards as well as observe employees at work for potential unsafe practices; report finding and recommendations to assigned supervisor.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work as assigned.

Attend various meetings related to risk management activities; maintain current knowledge of codes, laws and legislation concerning risk management and safety.

OTHER DUTIES:

Assist with employee benefits programs as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and State policies and procedures related to Worker's Compensation.

HIPAA regulations.

Accounting and budgeting procedures and terminology.

Insurance billing, posting, bookkeeping and accounting processes.

Claims processing and procedures.

District policies and procedures related to bargaining unit agreements

Methods, practices, terminology and procedures related to risk management and benefits administration.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of technical and specialized functions in support of the District's risk management and health benefits programs.

Monitor compliance with laws, policies and accounting practices related to risk management and employee benefits accounting.

Receive, process and maintain a variety of records and files regarding insurance claims, benefit enrollment applications and others related to assigned activities.

Research, implement and communicate with others regarding Worker's Compensation, liability and safety.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and time lines.

Work independently with little direction.

Maintain confidentiality of sensitive and privileged information.

Plan and organize work.

Prepare and maintain of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent supplemented by college-level coursework in accounting, business administration or related field. Associate's degree is preferred.

Experience: Two years of increasingly responsible experience in risk management and/or worker's compensation programs.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.