

CONFIDENTIAL JOB DESCRIPTION

**HUMAN RESOURCES TECHNICIAN V
(RISK MANAGEMENT)**

JOB SUMMARY:

Under general supervision from the Executive Director of Facilities Planning, Risk Management and Legal Services performs a wide variety of complex and specialized clerical work in the Risk Management Department requiring specialized knowledge and involving interpretations of defined policies and procedures of the District, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Administers employee insurance benefits plans. Organizes and conducts orientation for new employee benefit sign ups and midyear changes.
- Maintains employee benefits data, monthly accounting, and audits with vendors through applicable data systems.
- Contacts staff, retirees, parents, and general public in regard to matters relating to risk management.
- Administers District-paid life insurance plans.
- Maintains database for workers' compensation claims. Corresponds with schools, occupational medicine professionals, employees, and workers' compensation claims administrators.
- Maintains student accident database and files.
- Maintains Department of Motor Vehicles' Employee Pull Program and investigates violations through the Motor Vehicle Codes.
- Coordinates ergonomic evaluations.
- Provides information where judgment, knowledge, and interpretation of department procedures and regulations are necessary.
- Receives, sorts, and distributes incoming mail and supplies; composes departmental correspondence; maintains supply and equipment records.
- Assists in preparing for negotiations regarding renewing contracts and benefits rates.
- Assists in drug and alcohol testing of District employees.
- Processes Claim for Reimbursement for Loss/Damage to Personal Property.
- Requests certificates of insurance.
- Assists with open enrollment preparation, Benefits Fair, and benefits changes.
- Assists in the administration of the District's Workers' Compensation program. Including assisting employees with pre-designation of physician.
- Orders supplies, processes requisitions for the department and benefits packages.
- Supplies and distributes student accident insurance information to schools.
- Updates required employee notices.
- Processes Vandalism/Theft – Loss Notices.
- Processes vehicle accidents.
- Processes workers' compensation administrator's invoices for payment.
- Updates applicable data systems, changes in rates or benefits package.

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- Maintains correspondence with retirees, dependents, COBRA, and leave of absence employees.
- Collects funds, maintains monthly log for self-pay accounts and sends correspondence, reminders, and termination letters for retirees, COBRA and leave of absence.
- Processes OSHA Summary Report and gathers Critical Date Log annually.
- Processes restitution from Department of Justice, Juvenile Division.
- Participates in the processing of incoming liability and property loss claims; maintains files and monitors response deadlines and statutes of limitations; prepares and mails legal notices on claims.
- Performs duties as required in the absence of the Executive Director of Facilities Planning, Risk Management and Legal Services.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of the following programs: Microsoft Office products (Word, PowerPoint, and Excel) required; enterprise resource planning (ERP) software is desirable.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; make accurate calculations; spell correctly and use good English in performing a variety of clerical work; understand and carry out oral and written directions; and establish and maintain cooperative working relationships.
- Knowledge of modern office procedures, methods and practices; and skill in utilizing standard office machines, equipment, and personal computer applications.
- Five years of successful experience in employee benefits and workers' compensation administration is desirable.
- Graduation from high school or equivalent. Bachelor's degree in public administration, human resources, risk management, or related field, or equivalent combination of education and experience highly desirable.
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Confidential Salary Schedule: Range 15

BOARD APPROVED: 08/17/04
09/07/16
04/14/21