

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

PERSONNEL

4621 Risk Management/Labor Representative

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REVISED

JOB TITLE: RISK MANAGEMENT/LABOR REPRESENTATIVE

REPORTS TO: Supervisor of Risk Management and Labor Relations Officer

NATURE AND SCOPE OF JOB:

The Risk Management/Labor Representative is responsible for investigating staff accidents occurring on District property and for investigating and processing grievances filed by the District's labor unions.

QUALIFICATIONS:

The Risk Management/Labor Representative shall:

1. Hold a Bachelor's Degree from an accredited college or university. (Applicants who do not meet this requirement may substitute additional relevant work experience on a year-for-year substitution.)
2. Have three (3) years of successful experience in the area of Workers' Compensation and Insurance.
3. Have thorough knowledge of the principles and practices of risk or loss control analysis work.
4. Have demonstrated ability in the areas of investigation, surveillance, obtaining witness statements and other evidence.
5. Hold and maintain a valid driver's license with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn

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statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Official college transcript.
3. A minimum of three letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Risk Management/Labor Representative shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Risk Management/Labor Representative shall:

1. Act as a liaison between the district and administration and employee insurance companies, brokers, claimants, safety committees and other groups in matters relating to insurance and benefits.

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2. Conduct in-house and field investigations of accident circumstances, interviews, hazards identification, and make recommendations for operational changes in order to record accurate accident data for claims processing, OSHA, and to detect trends in hazards of district property.
3. Conduct investigations concerning labor grievances and report findings and recommendations to the Labor Relations Officer.
4. Provide in court testimony regarding accident investigations and interviews, if required.
5. Act as the information gathering liaison between the Office of Risk Management and HR, Substitute Teachers Office, and Payroll, for accurate and timely responses to requests from the DOL referable to Unemployment Benefit.
6. Interacts with Substitute Teachers Office for the purpose of maintaining accurate and up to date data on the status of substitute teachers referable to their eligibility for Unemployment Benefits.
7. Provides accurate, thorough, and timely responses to the DOL referable to Unemployment Benefit Wage information requests.
8. Reviews and prepares accurate and thorough responses to Unemployment Benefits Charged to Reimbursable Account quarterly statement referable to substitute teacher claims.
9. Maintains accurate, thorough, and up to date data on the status of protests to Reimbursable Account.
10. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the district.
11. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
12. Participate in appropriate in-service and workshop programs and attend any required meetings.
13. Use computers and/or electronic equipment to fulfill job functions.
14. Protect confidentiality of records and information about staff and students, and use discretion when sharing any such information within legal confines.
15. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
16. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisors, and not otherwise prohibited by law or regulation

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION:

The Supervisor of Risk Management and Labor Relations Officer shall evaluate the Risk Management/Labor Representative in accordance with Board Policies and Regulations, this Job Description, and such other criteria as may be established by the Board of Education.

Approved

Date