

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: RISK MANAGEMENT ASSISTANT

BASIC FUNCTION:

Under the direction of the assigned supervisor, performs a wide range of clerical/benefit accounting duties of a highly complex nature relating to the District's insurance programs - medical, dental, vision, workers' compensation, income protection, property and liability and student.

REPRESENTATIVE DUTIES:

Assist employees, retirees and others with insurance claim issues. *E*

Assist active employees, retirees and other special qualifiers during an open enrollment. *E*

Assist with audits and correct monthly insurance eligibility lists for all participating plans. *E*

Assist in preparing requests for warrants for payment of claims. *E*

Assist in preparing deposits for premiums for retirees and employees on leaves of absence. *E*

Assist with handling inquiries from carriers, consultants, medical facilities, physicians' offices and employees regarding coverage, premiums, and deductions. *E*

Assist in maintaining the District's and employees' insurance records. *E*

Assist with maintaining records, coverage, contracts and manuals relating to the District's insurance program. *E*

Schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendar; collect and compile information for meetings, projects and workshops; prepare Board agenda items and related material. *E*

Maintain a variety of complex records, lists, files and records including confidential materials; assure confidentiality of information and records. *E*

Take and transcribe dictation from direct dictation or from an automated transcribing system, correspondence, reports, bulletins, minutes and memoranda, including materials of a confidential nature as required by the position. *E*

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Operate a computer terminal, microcomputer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required. *E*

Assists in handling student insurance claims. *E*

Assists in coordinating safety-related training, scheduling and tracking employee attendance. *E*

Assists in processing and maintaining records regarding student insurance claims. *E*

Perform clerical assistance/support to staff as needed. *E*

Perform related duties as assigned. *E*

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Risk Management Assistant works under the direct supervision of the Assistant Superintendent - Administrative Services. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Insurance terminology and claims practices.

Basic record-keeping techniques.

Laws, rules and regulations related to assigned activities.

Department organization, rules and programs.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Financial record keeping procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of office machines, especially computer equipment.

Technical aspects of field of specialty.

Methods of collecting and organizing data and information.

Business letter and report writing techniques.

ABILITY TO:

Work independently with little direction.

Type at 55 words net per minute from clear copy.

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Independently compose acceptable correspondence and reports based upon a minimum of specific facts provided by the supervisor.

Analyze situations accurately and adopt an effective course of action.

Compose independently or from oral instructions letters, memos, bulletins or other material.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Operate various office equipment such as a typewriter, computer terminal and printer, copier and calculator.

Make arrangements for meetings, workshops and conferences.

Maintain a variety of filing systems.

Maintain records and reports.

Meet schedules and timelines.

Plan and organize work.

Communicate effectively both orally and in writing.

Attend meetings, conferences and workshops.

Complete work with many interruptions.

Be familiar with and understand the terminology used in the benefits program.

Deal with the public and employees in the explanation of complex benefit programs and eligibility.

Communicate effectively with representatives from all programs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by course work in cost accounting, business law or risk management and two years experience in maintaining automated financial and statistical records.

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate a computer terminal and office equipment.

Speaking to exchange information.

Seeing to assure accurate and complete correspondence.

Reaching to retrieve and maintain files.

Sitting for extended periods of time.

Legal Reference: California Education Code, Section 45103, 45109

Policy Adopted: June 3, 1992

Policy Revised: October 7, 2003