

SENIOR RISK CLAIMS ANALYST



Risk Management Department

Purpose:

The Senior Risk Claims Analyst plays a key role in supporting the district's overall Risk Management program, under the direction of the Risk Manager. This position contributes to the effective handling of workers' compensation, property & liability, and unemployment claims by analyzing risk exposures, evaluating claims data, identifying emerging trends, and providing insights that inform strategic decisions and enhance compliance.

Reports to: Administrator for Risk Management

Nature & Scope:

The Senior Risk Claims Analyst serves as technical and program lead within the Beaverton School District, managing and advancing risk management systems, claims programs, and safety initiatives under the guidance of the Risk Manager. Operating with significant authority, independence, and discretion, the role oversees claims and safety programs, driving adherence across multiple sites without direct supervisory authority. Responsibilities include complex analytical work aligned with district policy and state or federal regulations, as well as regular collaboration with internal leaders and external partners such as TPAs, insurers, and legal counsel. This role oversees system administration for the District RMIS system and is responsible for leading enhancement projects, serving as the technical lead and primary system administrator for technical configurations, integrations, and system functionality. The position manages sensitive and highly confidential matters involving insurance claims, legal settlements, and investigations into liability or workplace incidents. Although this position does not include supervisory responsibilities, it does assign cases and direct the work of others.

Distinguishing Characteristics:

This classification is distinguished from the Risk Claims Analyst by its assignment of lead responsibilities within a defined functional area, requiring advanced technical expertise, independent decision-making, and a demonstrated ability to manage highly complex or sensitive claims. Incumbents operate with minimal supervision, serve as subject matter experts, and play a key role in guiding best practices, and supporting continuous improvement initiatives within the Risk Management program.

Essential Job Functions:

1. Uphold the highest standards of professionalism and integrity while fostering effective, collaborative relationships with staff, partners, and community members, including those from diverse backgrounds or with limited English proficiency; support the District's mission through inclusive engagement and adherence to all applicable laws, policies, and procedures.

2. Manage the full lifecycle of workers' compensation, liability, property, and unemployment claims, overseeing investigations, documentation, and resolution within delegated authority; serve as liaison to TPAs, insurers, and legal counsel to ensure timely, accurate, and strategically aligned outcomes.
3. Manage and enhance the District's return-to-work program to ensure compliance, consistency, and effective employee reintegration; oversee and coordinate modified-duty and return-to-work placements with medical providers, administrators, and other key stakeholders.
4. Analyze claims data and emerging risk patterns to identify trends, prevention opportunities, and operational improvements; design and implement strategic initiatives that enhance district-wide performance and compliance.
5. Provide consultative support on student and staff safety matters, including both proactive and reactive responses.
6. Develop and deliver risk management procedures, communications, and training that strengthen district-wide understanding of injury reporting and claims processes; prepare reports, and presentations for leadership to support data-driven decisions.
7. Designs, implements, and oversees daily Risk systems operations in support of administrative goals and directives., overseeing configurations, upgrades, monitoring batch processes between systems and data integrity.
8. Advises leadership on effective system design, implementation, and management; leads systems analysis and design for assigned projects and participates in inter-departmental initiatives including system improvements and upgrades.
9. Independently designs forms/reports, disaggregates data, and creates code to extract accurate and clear information in response to internal and external data inquiries.
10. Prepares and exports Risk Management data as required for State, Federal, and OSHA reporting and audits.
11. Researches, recommends, and implements Risk Information Systems, ensuring effective interfacing with HRIS, financial, and other district systems; manages Risk Management databases in concert with district processes and larger systems, and designs, audits, monitors, and increases the efficiency of internal Risk Management systems and procedures.
12. Design and implement Risk Management system and workflow enhancements; leads change-management efforts to ensure smooth adoption of new processes, procedures, and technologies across departments.
13. Provides functional direction and day-to-day guidance to the Claims Analyst, supporting task prioritization, workflow coordination, and onboarding/training.
14. Monitor legislative and regulatory updates impacting district operations, particularly in risk management.
15. Provides on demand collaboration with district administrators to solve complex liability issues as they arise.
16. Perform other duties as assigned.
17. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, and all other Beaverton School District policies and procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job

but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Knowledge, Skills and Abilities:

1. Strong understanding of local, state, and federal regulations related to workers' compensation, liability, and unemployment claims.
2. Advanced proficiency in risk management software (e.g., RMIS) and data analysis tools; with the ability to generate insights and streamline reporting processes.
3. Familiarity with public agency claims administration processes and timelines.
4. Demonstrated experience in system administration and operations, preferably involving Risk Management Information Systems (RMIS) or Human Resources Information Systems (HRIS), with a strong understanding of how such systems integrate with broader district platforms and processes.

Required Qualifications:

Any combination of education and professional experience that provides the required knowledge, skills, and abilities to successfully perform the role, such as:

1. Bachelor's degree in risk management, public administration, applied behavioral sciences or a related field.
2. Four years of progressively responsible experience in claims administration, preferably in a self-insured public entity.
3. In lieu of #1 and #2, must possess eight (8) years equivalent combination of education and experience necessary to perform the job functions.
4. Experience with system administration, preferably of a Risk Management Information System (RMIS) or a Human Resources Information System (HRIS).

Licensing/Special Requirements:

Valid Oregon or Washington driver's license (or ability to obtain one). Ability to travel locally between sites as needed.

Working Conditions:

Work is performed in an office environment. Duties require extended use of computer systems, sitting, writing, and communication. Occasional lifting of up to 20 pounds and limited travel between district sites may be required.

Must be able to attend conferences, workshops, and trainings as a Risk Management representative. Some of these may be overnight and/or out of town for multiple days, including evening or weekend time.

Work Year: 12-month

Bargaining Unit: OSEA

FLSA Status: Exempt

Date Approved: November 18, 2025

Date Revised: November 18, 2025

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.