

RISK CLAIMS ANALYST



Risk Management

Purpose:

The Risk Claims Analyst plays a vital role in the effective handling of workers' compensation, and unemployment claims in alignment with district policies and regulatory requirements. Under the direction of the Risk Manager or designee, this position collaborates with internal and external stakeholders, performs in-depth data reviews, and supports continuous improvement efforts to ensure effective risk management operations.

Reports to:

Administrator for Risk Management

Nature & Scope:

The Risk Claims Analyst works independently and collaboratively, exercising sound judgment in managing routine to moderately complex claims activities and ensuring regulatory compliance. The position acts as a key point of contact between departments, third-party administrators (TPAs), and external partners, facilitating communication and promoting consistency in claims handling. The role requires attention to detail, strong organizational skills, and the ability to analyze data and identify opportunities for process improvement.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Maintains professionalism and confidentiality in handling sensitive claims-related information.
3. Fosters collaborative relationships across departments and with external partners.
4. Collects, reviews, and organizes incident reports and supporting documentation related to employee injuries, property damage, or liability exposures.
5. Coordinates and monitors the timely submission of claims to TPAs, ensuring accurate documentation and supporting materials are provided.
6. Tracks claim status, identifies key data trends, and recommends process enhancements to the Risk Manager and/or designee as appropriate.
7. Coordinates modified duty and return-to-work documentation in collaboration with physicians, departments and/or site administrators.
8. Generates and interprets standard reports from the Risk Management Information System (RMIS) to support ongoing risk analysis.
9. Maintains data integrity within RMIS and assists with quality assurance efforts to ensure accurate record-keeping.
10. Manages the processing of unemployment benefits claims, coordinating with external agencies, responding to inquiries, and ensuring compliance with district and regulatory guidelines.

11. Supports departmental operations by handling phone and email inquiries, meeting set up, handling purchase orders & contracts, invoices, p-card reconciliation, and other financial related tasks as assigned.
12. Performs other duties as assigned.
13. Maintains effective working relationships with other staff and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
14. 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:

- Working knowledge of workers' compensation, and liability claims processes, including relevant laws, regulations, and district policies.
- Ability to analyze claims data, identify trends, and recommend process improvements to support risk management objectives.
- Proficiency in interpreting and applying statutes, administrative rules, and procedures related to claims handling.
- Strong organizational and analytical skills, including the ability to prepare clear and concise summaries, reports, and recommendations.
- Ability to exercise independent judgment in prioritizing tasks and evaluating claims issues while maintaining confidentiality.
- Demonstrated customer service orientation and the ability to communicate technical information clearly to diverse stakeholders.

Required Qualifications:

Any combination of training and experience that demonstrates the required knowledge, skills, and abilities. A way to demonstrate this may include the following:

1. Bachelor's degree in risk management, public administration, business, applied behavioral sciences, or a related field preferred.
2. Two (2) years' experience supporting risk management, claims administration, or safety functions, including exposure to regulatory compliance, data analysis, and process improvement.
3. In lieu of #1 and #2, must have a high school diploma or GED and six years' experience necessary to provide the required knowledge and abilities to perform the job.
4. Experience coordinating with internal and external stakeholders (e.g., TPAs, insurers, regulatory agencies) to resolve claims or support risk management initiatives.
5. Experience working in a school district or public agency setting is desirable but not required.

Licensing/Special Requirements:

1. Valid Oregon or Washington driver's license (or ability to obtain one).
2. Must complete designated workers' compensation certification within one year of hire.

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.

Work Year: 12-month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Compensation: Tech 7

Date Approved: December 8, 2025

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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.