Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**RMIS (Risk Management Information System) Administrator & Workers' Compensation Coordinator**	FLSA Status:	**Exempt**
Job Family:	**Classified – Support Services**	Pay Range:	**SS42Y**
Prepared/Revised Date:	**December 1, 2025**	Job Code:	**33903**

SUMMARY: Responsible for serving as the system administrator of the RMIS (Risk Management Information System). Manage and administer the District's self-insured workers' compensation program, which includes coordinating with third-part administrators, legal counsel, and other invested partners to minimize risks and financial exposures for the District. Manage the District's random and reasonable suspicion drug testing program ensuring compliance with relevant regulations and District policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Investigate and review the authenticity of workers' compensation claims made against the District. Ensure compliance with the evolving rules and regulations of the Colorado Workers' Compensation Act. Review and analyze documents and reports, including medical and investigative reports. Initiate appropriate measures to verify or dismiss concerns regarding potentially fraudulent claims. Initiate subrogation process when determined appropriate. Ensure proper resolution to submitted claims.
2. Analyze workers' compensation claims and incident data to identify loss trends. Recommend and implement approved safety programs and loss control strategies to mitigate or eliminate risks and hazards based on trends and analysis.
3. Work with the District's third-party administrator (TPA) to provide employee wage information, review accident information, authorize medical treatment, payments and injury leave time benefits for workers' compensation claims. Notify the TPA when an employee exhausts wage replacement, loses benefit eligibility, has a change in employment status, or returns to work. Participate in annual review of services with TPA, and annual audit of claims by the Division of Workers' Compensation to ensure the District's selected provider is servicing claims as expected.
4. Work with injured employees, provide guidance on workers' compensation benefits and monitor compliance. Actively engage injured workers to ensure they understand their rights and to manage claims costs. Enter lost time into the District's absences systems for employees who are receiving wage replacement benefits. Contact medical providers to provide correct claim information when an employee receives a bill for the services covered. Provide claim information to designated medical providers as requested.

5. Assign workers' compensation claims files to outside legal counsel when a case is contested, or an employee retains counsel. Consult with legal counsel to determine the District's strategy in defending the claim and/or settlement potential and review such recommendations with the Director of Records & Risk Management for approval. Along with appointed legal counsel, represent the District at workers' compensation settlement conferences and/or hearings on claims in litigation.
6. Manage the District's light duty/return to work programs for injured or ill employees. Work with medical providers to ensure accurate information is provided to and from employees and their supervisors about restrictions and follow-up treatment. Identify and recommend light duty jobs and tasks, consulting with and advising supervisors to help ensure compliance with restrictions. Facilitate employees' timely return to work following any absence due to a work-related injury or illness. Monitor any issues with light-duty assignment or employee performance.
7. Manage and maintain the integrity and accuracy of data within the District's RMIS. Input, update, and verify appropriate contact information for each site, department, or location to ensure workflows are appropriately directed. Configure RMIS to meet the needs of the District, including setting up user accounts, defining security permissions, and customizing system settings. Make edits to automated correspondence and tasks generated by the system, ensuring it is current and comprehensive. Provide user support and collaborate with departments utilizing the RMIS, and those that could benefit from its use, to identify data needs and implement solutions. Develop reports and set up meaningful dashboards for users. Implement quality control measures and monitor the system for data accuracy and integrity. Troubleshoot any user concerns or data-related issues and work with the District's IT department or RMIS vendor to resolve.
8. Manage the District's random and reasonable suspicion drug testing program, including coordination of testing. Communicate positive results to human resources and, for CDL drivers, the Federal Drug and Alcohol Clearinghouse (Clearinghouse). Ensure adherence to all applicable federal regulations and maintain up to date knowledge of changes in regulations and work with human resources to implement necessary updates to policies and procedures. Assist human resources with post-offer, pre-employment background checks in the Clearinghouse for non-Transportation CDL drivers. Respond to the Colorado Department of Transportation's annual audit of the random drug testing program.
9. In coordination with the ADA Coordinator, manage and administer the post-offer/pre-employment and fit-for-duty physical programs, including identifying positions that should require a physical abilities test. Work with the District's designated provider to develop validated tests.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business administration, risk management, insurance or similar discipline
- Five or more years of experience in an insurance claim environment including managing workers' compensation claims, preferably in the state of Colorado
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Proficiency in using and managing RMIS software, databased, and other related technologies
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to work independently
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of the Colorado Workers' Compensation Act, Family and Medical Leave Act and Americans with Disabilities Act
- Knowledge of the Colorado Governmental Immunity Act preferred at hire
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director Records and Risk Management	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare			X	
Analyze			X	
Communicate			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Copy		X		
Coordinate				X
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X

NOISE LEVEL:	Exposure Level
Moderate	
Loud	
Very Loud	