

Madera Unified School District Classified Job Description

Risk Management Technician

Purpose Statement

Under general supervision, the Risk Management Technician performs a wide variety of duties related to district-wide risk management and insurance services and activities; performs, provides information to State management and employees; performs related work as required.

This job reports to Chief Human Resources Officer

Essential Functions

- Assists in the preparation and analysis of worker's compensation claims for the purpose of ensuring the timely and accurate presentation of facts.
- Assists in the preparation of documentation (e.g. safety reports, workers compensation reports, etc.) for the purpose of providing written support and/or conveying information.
- Attends pertinent insurance meetings/workshops for the purpose of keeping current with procedural and legal requirements.
- Communicates with a variety of personnel (e.g. staff, administration, public and private entities, etc.) for the purpose of providing and/or gathering information about claims or reports.
- Composes a variety of documents (e.g. correspondence, memos, reports, etc.) for the purpose of supporting the effective and efficient functioning of the department.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Maintains liaison between administrators, employees, claimants, attorneys, insurance carrier and investigators for the purpose of assisting in positive communication and the welfare of both claimants and the district.
- Procures and distributes materials as needed (e.g. student voluntary accident insurance, Workers' Compensation forms, etc.) for the purpose of providing information to staff and parents.
- Responds to inquiries for the purpose of providing information and assistance.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyzing; customer service; effective listening; interpersonal aptitude; office practices; and record keeping.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: bookkeeping/accounting practices; codes/laws/rules/regulations/policies; English grammar/punctuation/ spelling/vocabulary; office equipment/software; and age appropriate activities/behaviors.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communication with persons of diverse backgrounds/knowledge/skills; confidentiality; detail oriented; multi-tasking; prioritization; and taking initiative. Establish and maintain cooperative and effective working relationships with a diverse range of people; read, interpret, apply and explain rules, regulations, policies and procedures; work independently with little direction; work confidentially with discretion; communicate, understand and follow both oral and written direction effectively; learn applicable sections of the State Education Code and other applicable laws; learn new or updated computer systems/programs to apply to current work; communicate using patience and courtesy in a manner that reflects positively on the organization; actively participate in meeting District goals and outcomes; apply integrity and trust in all situations; learn District organization, operations, policies, objectives and goals.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Two years of experience within a Human Resources function, and or Insurance experience and one year of increasingly responsible record-keeping experience.

Education High School diploma or GED.

30 units of college from an accredited college or university is preferred.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

None Specified

Certificates

None Specified

Clearances

Criminal Justice Fingerprint/Background
Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range