OVERALL RESPONSIBILITY

Under general supervision, responsible to provide technical support for the District’s self-funded workers’ compensation and liability programs. Requiring initiative and independent judgment in making decisions on a variety of complex issues.

SPECIFIC RESPONSIBILITIES

1. Receive, initiate fact-finding, accept and process workers’ compensation accident reports. Prepare statistical reports, work with pre-designated legal defense counsel on a variety of problems and position claim for settlement.

2. Prepare papers for civil actions and/or obtaining legal representations in such actions and workers’ compensation matters.

3. Perform reporting and statistical requirements on personal liability claim files.

4. Serve as initial contact for parents and staff concerning liability and property insurance questions, as well as safety problems.

5. Maintain District’s Bloodborne, Hazardous, Injury and Illness, and EAP programs and prepare required statistical data.


7. Respond to inquiries from injury workers, physicians, attorneys, investigators, and claims representatives regarding workers’ compensation matters.

8. Maintain individual claim files. Receive, audit and process temporary disability payments.

9. Contact employers, school staff medical facilities, adjusters, and others regarding medical and work status of claimants.

10. Coordinate issuance of certificates of insurance, and provide related assistance for school and District activities.

11. Maintain confidentiality in highly sensitive matters.

12. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.

13. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule.

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

Knowledge of California Workers’ Compensation laws.

Knowledge of letter and report writing, workers’ compensation specifically, general liability and casualty claims in general.
QUALIFICATIONS (continued)

Knowledge/Ability
Minimum Requirements:
- Ability to type/keyboard at a net rate of 50 words per minute.
- Ability to activate a personal computer and load software from a disk and/or CD-ROM.
- Ability to enter requisitions, purchase orders and receipts into computer, and verify quantities and prices.
- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to create and initiate a mail merge using a word processing program.
- Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information.
- Knowledge of letter and report writing techniques.
- Knowledge of modern office methods and practices.
- Ability to perform a variety of highly responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to establish and maintain accurate records and files.
- Ability to operate modern office equipment (e.g. ten-key calculator, duplicating machine, fax machine, etc.).
- Ability to express initiative, adaptability and confidentiality.
- Ability to supervise and train clerical personnel.
- Ability to analyze situations and take an effective course of action.
- Knowledge of and ability to apply management and budgeting principles and practices.
- Ability to independently assemble, interpret and organize information and financial and statistical data for reports, manuals and schedules.
- Ability to screen a volume of communication and discriminate between routine and priority matters.
- Ability to use correct English grammar, syntax, spelling and punctuation.
- Ability to compose correspondence, memoranda, bulletins and reports independently using correct English grammar, syntax, spelling and punctuation.
- Ability to understand and carry out oral and written instructions given in English.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Knowledge of general first aid procedures, if assigned to a school site.

Desirable Qualifications:
- Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.
- Knowledge of school operation, policies, regulations and procedures.

Experience
Minimum Requirement:
- Three (3) years accounting, bookkeeping, clerical, secretarial experience performing complex work tasks.

Education
Minimum Requirement:
- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

Desirable Qualification:
- Two (2) years college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.
RISK MANAGEMENT TECHNICIAN II (continued)

License
 Minimum Requirement:
 Valid California Driver’s License

Physical Characteristics
 With or without the use of aids:
 Sufficient vision to read small print.
 Sufficient depth perception to file documents.
 Sufficient hearing to hear normal and telephone conversations.
 Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational
distance and on the telephone.
 Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer
 keyboard, typewriter and other business machines.
 Sufficient physical ability to sit or stand for prolonged periods of time.
 Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO:

Risk Manager

Board Approved: 2/11/97
Revised: 1/8/99
Cabinet Approved: 1/19/99
Unit Approved: 6/21/99
Board Approved: 7/12/99