

RISK MANAGEMENT TECHNICIAN

DEFINITION

Under general supervision, to perform difficult and complex clerical work involved in the coordination of all Injury and Illness Prevention Program activities; and provide backup in the areas of health benefits, workers' compensation, property and liability insurance.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in monitoring communications system for all employee matters related to safety and health.
2. Monitors monthly safety inspections to identify unsafe conditions and work practices.
3. Conducts environmental health inspections with Orange County Health Care Agency.
4. Conducts annual fire inspections with the Fire Authority at all school sites and satellite offices; prepares fire inspection related work orders.
5. Verifies the completion of corrective measures when hazards have been identified.
6. Reviews injury and illness reports, logs, and claims to determine significant accident trends.
7. Conducts playground safety audits following regulated standards; prepares playground related work orders; coordinates playground equipment selection, purchase, layout and installation.
8. Assists in the development of safety training programs.
9. Ensures implementation of all OSHA required programs.
10. Ensures that OSHA recordkeeping and accident reporting requirements are met.
11. Works closely with third party administrators and other insurance department staff in the processing and following up of workers' compensation and liability claims.
12. Works with department managers to establish minimum safety standards, safety rules, and regulations.
13. Acts as liaison between management and outside safety agencies.
14. Sits on District Safety Committee.
15. Requires travel to all school sites.
16. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Basic operations of a risk management program; technical aspects of workers' compensation administration; applicable sections of State Education Code; organization, collection, and storage of data; methods of maintaining records; current office procedures, equipment, and computerized systems; reading, oral and written communication skills.

Ability to:

Work independently and prepare complex reports; retrieve data from a variety of records and sources; interface with all levels of management and employees; interpret and apply policies, laws, rules, and regulations; operate a personal computer, typewriter, calculator, and standard office machines; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and four years of increasingly responsible clerical or recordkeeping experience, preferably including some health benefits, workers' compensation, or property and liability experience.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with travel to various sites to conduct inspections.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting with travel to various sites; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.