



HEMET UNIFIED SCHOOL DISTRICT

RISK MANAGEMENT ANALYST

JOB SUMMARY

Under the general supervision of the Director of Risk Management, the incumbent performs technical work requiring a higher level of expertise for all aspects of the Risk Management program, with an emphasis on developing and/or delivering program efficiency and cost effectiveness. Successful accomplishment of program goals requires the incumbent to work independently and closely with injured employees, their supervisors, investigators, primary treating physicians, Counsels, and adjusters.

ESSENTIAL FUNCTIONS

- Focus on compliance with the union agreements while working to ensure efficient and effective claims administration;
- Work to develop best practices in the management and delivery of claims;
- Obtains, analyzes, reviews, processes, and follows up on worker's compensation claims, subrogation, student injuries, and vandalism incidents district-wide;
- Initiate regular communication with all claims' stakeholders including, but not limited to, the injured employee, the primary treating doctor, the employee's supervisor;
- Conduct trend analysis through research and evaluation of claims and participate in claim strategy planning;
- Analyze and track injury trends and the timely filing of reports; develop prompt responses to inquiries and attend meetings;
- Will work to develop 'best practices' in the management and delivery of claims, as well as in developing and maintaining standardized procedures;
- Will independently manage claims through the complex application of State Labor Code, Education Code, Government Code, and departmental human resources principles, policies and procedures;
- Research, analyze, and compile reports i.e., safety, State Employer's Report of Industrial Injury/Accident; OSHA and/or Cal OSHA reports, vandalism/burglary reports, etc.;
- Assists in the coordination of the Disaster/Emergency Preparedness Program with the district and outside agencies;
- Assists in maintaining the insurance reserve funds and safety credit budgets;
- Coordinates the District's Alternative/Limited/Transitional Duty Program for the industrial and non-industrial injuries and illnesses, including the appropriate placement of employees contingent on their physical limitations and necessary communications with employees, administrators, medical personnel and district's third party administrator;
- Acts as liaison with worker's compensation administrator, benefits group and other groups as necessary;
- Provides effective basic training for supervisors and employees;
- Assists in gathering facts and evidence for investigation purposes regarding work-related incidents and property/liability claims;
- Performs high level clerical/technical duties, report writing, newsletter, flyers, typing and record keeping;

RISK MANAGEMENT ANALYST (Continued)

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- Basic principles and practices relating to all areas of risk management; worker's compensation, occupational safety and health, OSHA, Cal OSHA, insurance terminology and claims practices;
- School district organization, operations, policies and objectives;
- Budget monitoring techniques;
- Research and analysis methods, including internet searches and government code review and interpretation;
- Record keeping, information and data management;
- Laws, rules, and regulations related to the Education Code, Labor Code, Cal-OSHA, Environmental Health, EPA,
- Health and Safety;
- Basic office practices, office machines, filing and record keeping, requirements for input to computer accounting systems and utilization of computer prepared reports;
- Knowledge and use of Windows XP, Microsoft Word, Access and Excel is required;
- Report preparation and formats;
- Correct English usage, spelling, grammar and punctuation.

ABILITY TO

- Work independently with little direction;
- Maintain strict confidentiality of sensitive and protected information;
- Prioritize tasks and meet schedules and time lines;
- Type at a rate sufficient to effectively perform the typing duties required of the position;
- Proficient operation of word processing equipment, data base experience on computer terminal;
- Efficient use of calculators and adding machines
- Understand and carry out oral and written instructions;
- Interact with employees, coworkers, students and the public with tact, patience and courtesy;
- Establish and maintain an effective working relationship with those contacted in the course of work;
- Speak effectively in front of groups;
- Communicate calmly and diplomatically with people in emotionally charged circumstances;
- Read, interpret, and explain related laws, codes, rules, policies and procedures;
- Research, investigate, and prepare a variety of reports; prepare and conduct training programs, presentations including speaking to large employee groups.

EDUCATION/EXPERIENCE

High school graduate, any combination of education and experience equivalent to a minimum of three (3) years working at progressive levels of responsibility in the Risk Management field, including or supplemented by college course work in the areas of accounting, insurance, business, human resources, risk management, or safety is required.

REQUIRED LICENSES

Possession of a valid and appropriate California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

RISK MANAGEMENT ANALYST (Continued)

HEALTH/PHYSICAL ABILITIES

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job functions.

PHYSICAL DEMANDS

Reach, bend, stand, walk, look down (frequently); sit, drive, stoop, squat, kneel, push, pull, twist (occasionally); crawl, lay down (infrequently); lift/carry up to 50 pounds (infrequently); ability to carry on normal speech and hearing activities; physical dexterity in limbs and digits to operate hand and power driven tools and equipment commonly used in the electronics field.

WORKING CONDITIONS

Work outdoors and indoors. Exposure to: seasonal outdoor temperatures 38°-110°, dust, wind and sun, traffic and fuel odors; driving to various district sites.

EMPLOYMENT STATUS: Classified Management Position.
Classified Management Position

July 2014