

Job Description

Job Title: **Risk Management Specialist**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **January 2017**

Job Code: **1458**
 FLSA Status: **Ex – A**
 Pay Range: **L06**
 Typical Work Year: **12 months**

SUMMARY: Responsible for providing assistance and support to the risk management director and administration. Provide guidance, recommendation and implementation of plans and programs related to the safety and protection of the district’s resources, including claims management, insurance program placement and loss control. Manage the process and activities of the district workers compensation program, job safety training, physical property safety, vandalism recovery program and large loss response. Provide 24/7 on-call responses/assistance.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage the workers compensation program, including oversight of the workers compensation coordinator, in mandatory claims reporting and investigations. Work with the third-party administrator adjuster and appointed attorney, including court appearances as needed. Act as liaison between injured employees, supervisors, attorneys and medical providers and manage the district return to work program.	D	30%
2. Investigate property damage claims and losses; submit reports to the third-party administrator adjuster and manage ongoing property claims. This includes the property vandalism recovery program; work with local police departments and district attorney offices. Investigate incidents, coordinate with 4for restitution program.	D	20%
3. Investigate reported accidents and incidents of staff. Work with third-party administrator adjuster or labor association representatives in valuing and managing claims.	D	10%
4. Respond to and investigate all student and staff-related safety issues and implement plans and programs to minimize future incidents. Includes acting as liaison between all other district departments in support of various safety concerns.	D	10%
5. Manage claim reports, financial claims reserves and interaction with third-party administrator adjusters and department managers.	W	10%
6. Track internal student accidents, theft/loss, property damage claims and restitution.	W	5%
7. Manage internal safety training programs.	W	5%
8. Provide staff support in ergonomics and facility safety.	W	5%
9. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in related field required.
- More than three (3) years of experience in insurance, loss control, safety or workers compensation.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Associate in Risk Management (ARM) certification preferred.
- Valid Colorado driver’s license.
- Ability to frequently travel among district facilities.
- Must complete the courses “Progressive Discipline,” and “Classified Evaluation System” within one year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong critical thinking and problem solving skills.
- Ability to effectively communicate in both crisis and non-crisis situations.
- Ability to maintain confidentiality in all aspects of the job.

- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability and willingness to carry a cell phone, be on call and/or respond to calls and emergency situations 24/7.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those 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 typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of playground safety tools and gas detectors preferred at hire; required within 6 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Risk Management Director	4096

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for managing the unit/department budget including ensuring expenses do not exceed budgeted amounts; initiating requisition/voucher orders; managing monies to run a project or activity; and maintaining supplies, inventories and equipment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 functions.*

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			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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
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	X		
Risk of electrical shock	X			
Work with explosives (chemicals/bomb searches)		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)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	