

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Risk Management Specialist	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9574	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Risk and Disability Management	<b>SALARY:</b>	Range 51 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	02-27-14 04-10-14

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**DISTINGUISHING CHARACTERISTICS:**

The Risk Management Specialist position requires specialized knowledge of state and federal laws related to risk management, disability management and workers' compensation, and the utilization of independent judgment involving frequent and responsible public contact.

The Risk Management Specialist may provide work direction in a team or project leader capacity on special projects assigned by the Risk Management Coordinator. In this mode the Risk Management Specialist acts as a technical resource, and provides guidance in the areas of safety, injury reports, temporary modified duty, ADA accommodation, disability payment coordination, absence reporting, insurance and liability, claims against the district, research on claim history, and other areas as needed to ensure accurate and timely payment of workers' compensation benefits.

**BASIC FUNCTION:**

Perform a variety of diverse and complex clerical duties. Provide accurate input and output of data related to property, liability, district workers' compensation, modified duty, disability insurance, safety, wellness, and injury and illness prevention programs. Directly support the activities of the payroll department involving processing district's workers' compensation and disability management program. Coordinate with the workers' compensation third party administrator. Perform independent and specialized work related to accident and loss prevention and safety. Conduct site safety audits and make recommendations for compliance with regulations pertaining to occupational and environment safety, health and fire prevention. Work with district employees to implement accident prevention measures.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Perform diverse and complex duties related to risk and disability management including the preparation of correspondence; receive and answer inquiries; and communicate with attorneys, claim examiners, employees, parents, and district staff. **E**

Compose correspondence independently or from oral instruction; prepare letters, memos, and forms requesting, providing, or verifying information; and receive, screen and route mail. **E**

Assist with workers' compensation and modified duty programs for self-insured and fully insured programs including claim intake, claim reviews, site support, return to work issues, wellness and prevention program, safety committee participation, and other related duties. **E**

Attend site and department monthly safety meetings; includes all outside safety meetings; log and file meeting agendas and sign-in sheets; and conduct safety meetings when needed. **E**

Assist assigned supervisor in the scheduling of all annual safety training sessions, as well as any special training required from a major safety incident; and perform other assigned safety related work as assigned. **E**

Conduct periodic inspections of sites, playgrounds, equipment, and facilities to identify potentially hazardous conditions. **E**

Ensure compliance with state, county, and federal laws and regulations and recommend corrective and preventive measures. **E**

Assist district personnel in the implementation of corrective actions required by the California Division of Occupational Safety and Health and other regulatory agencies. **E**

Evaluate the various components of the environmental and safety programs on a regular basis. **E**

Distribute safety literature and posters to create and maintain an active interest in accident prevention. **E**

Transmit confidential or sensitive information as appropriate and provide technical information concerning policies and procedures of assigned program or office according to established guidelines for various programs, such as field trips and certificates of insurance. **E**

Assist in ensuring compliance with various local, state, and federal reporting requirements, guidelines, rules, and regulations; respond to inquiries; and provide detailed analysis of data, procedures, and policies. **E**

Coordinate and schedule employees' physicals, medical examinations, and required trainings for asbestos, lead, fit for duty, and respiratory protection programs; and assist and provide information for employee required training. **E**

Generate and maintain spreadsheets, databases, and other records.

Prepare and store documents using modern office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Operate a computer to input, output, update, and access a variety of records and information. Generate reports, records, lists, and summaries from computer databases. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; and respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Risk and Disability Management. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and three years responsible experience in risk management and workers' compensation.

Valid California driver's license, provide personal automobile, and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding ..... 55 Correct WPM  
Word ..... 80% Overall Score  
Excel ..... 80% Overall Score

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, provide personal automobile, and proof of insurance. Specific languages and District Primary Language Assessment may be required. Must be available to work at least two evenings per week or on Saturdays.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

District policies, procedures, and union contracts related to risk management and workers' compensation.

Local, state, and federal laws, codes, policies, guidelines, rules, and regulations related to risk management, workers' compensation, and other related topics.

Operation of a computer, scanner, related software, and standard office equipment.

District finance, personnel, and student information computer systems.

Paperless electronic filing systems.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

Research methods, and report writing and recordkeeping techniques.

Current office practices, procedures, and equipment.

Oral and written communication skills.

Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.

Exercise independent judgment.

Assemble confidential and sensitive information related to litigation and investigations.

Operate a computer, scanner, related software, and standard office equipment.

Maintain detailed, complete, and organized records and files. Research, analyze, compile, and verify data, and prepare reports.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Lift light objects according to safety regulations.

Communicate effectively, both orally and in writing.

Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.

Complete work with many interruptions.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Work in a team environment.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files from cabinets and shelves; and lift light objects.

**SAMPLE HAZARDS**

Occasional contact with dissatisfied or abusive individuals.