

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: RISK MANAGEMENT ANALYST

JOB GOAL: Under the direction of the Risk Manager, to coordinate and provide a variety of technical and complex information and assistance to District personnel, medical and legal professionals and regarding Workers Compensation and safety programs; trains, assigns, directs and coordinates the Return-to-Work program. Oversees Cal OSHA workplace safety requirements. Participates and serves as a member of the JPA board. Acts as liaison between employees, and third-party administrators, claims adjusters and medical facilities. Perform cost evaluations and provide input on District policies and proposals made in bargaining by employee organizations.

QUALIFICATIONS

Knowledge of:

1. Applicable sections of State Education Code and related legislation.
2. Budget monitoring techniques.
3. Business math, ledger, and record keeping procedures related to the auditing and reconciliation.
4. Federal and state laws, District rules, policies, and regulations related to employee and public safety, including, but not limited to Cal-OSHA, Cal-EPA, Ed Code and Labor Code.
5. Interpersonal skills using tact, patience, and courtesy.
6. Mathematical (algebraic) principles used in data analysis.
7. Modern office methods and procedures, including correct oral and written English usage, spelling, grammar, and punctuation, proper telephone techniques and etiquette.
8. Modern office practices, procedures and equipment.
9. Operation of a computer terminal and data entry techniques.
10. Policies and objectives of assigned program and activities.
11. Principles of exceptional customer service.
12. Record-keeping, information, and data management.
13. Research and analysis methods, including internet searches and government code review and interpretation.
14. Safety rules and regulations for this position and general District safety rules.
15. Advanced knowledge of office computer software, especially Microsoft Excel, Power Point, and Word.
16. Workers Compensation reporting timeline requirements.

Ability to:

1. Oversee, administer and coordinate all state required Workers Compensation paperwork provided to employees and the filing of all reports in a timely manner including, but not limited, to state claim forms and District property/liability insurance programs.
2. Analyze situations accurately and adopt an effective course of action without immediate supervision.
3. Be a productive and active team member.

JOB DESCRIPTION: RISK MANAGEMENT ANALYST

Ability to (continued):

4. Communicate calmly and diplomatically with people in emotionally charged circumstances.
5. Communicate effectively in both oral and written forms.
6. Compile and maintain Workers Compensation claims in an accurate and complete manner.
7. Communicate with physicians and employees regarding Workers Compensation injuries and medical restrictions.
8. Oversee all state required Workers Compensation paperwork provided to employees and the filing of all reports in a timely manner including, but not limited to, state claim forms, employer's report of injury, and OSHA logs.
9. Provide information to Workers Compensation third party administrator regarding claims and industrial leave.
10. Provide information to the Payroll and Human Resources Department regarding industrial leave.
11. Participate in new and current employee orientations by preparing and delivering effective presentations related to department functions.
12. Establish and maintain a variety of complex record-keeping systems and prepare a variety of financial and statistical reports related to insurance benefits and other assigned areas in Risk Management.
13. Establish and maintain effective working relationships with others.
14. Follow designated safety regulations associated with this position.
15. Interact with employees, coworkers, students, and the public with tact, patience, and courtesy, while maintaining strict confidentiality of sensitive and protected information.
16. Independently make scheduled and unscheduled reports and keep detailed records.
17. Interpret complex laws and policies and apply that knowledge to internal procedures.
18. Interpret, apply and explain rules, regulations, policies and procedures.
19. Learn and follow the operations, procedures, policies, and requirements for the Risk Management department. Understand established departmental goals and objectives, and work to ensure their fulfillment.
20. Maintain complex records and prepare reports.
21. Make mathematical calculations with speed and accuracy.
22. Meet schedules and timelines.
23. Observe legal and defensive driving practices.
24. Operate a variety of office equipment such as calculator, copy machine, computer terminal, printer, etc. with speed and accuracy.
25. Perform a variety of responsible clerical work of more than average difficulty, involving use of independent judgment and requiring accuracy and speed.
26. Present and maintain a pleasant appearance and demeanor.
27. Prioritize and coordinate workflow in a timely manner.
28. Read, understand, and explain District policies and procedures and insurance plans and coverage to new and existing employees.
29. Read, write, and comprehend the English language at the level required for successful performance of assigned duties.
30. Receive and give information over the telephone or in person in a courteous manner.
31. Skillfully operate computer terminals, microcomputers, and other business equipment.
32. Speak effectively in front of groups.
33. Type accurately at a rate of forty (40) words per minute.
34. Understand and carry out oral and written instructions.

JOB DESCRIPTION: RISK MANAGEMENT ANALYST

Ability to (continued):

35. Apply knowledge of computer software programs including, but not limited to, word processing and spreadsheets.
36. Work efficiently with frequent interruptions while maintaining high standards of workmanship.
37. Work independently with little supervision.
38. Work confidentially with discretion.
39. Work successfully with diverse groups of people.

Education and Experience:

1. Bachelor's Degree preferred, supplemented by courses in accounting, insurance or related fields and three (3) years of increasingly responsible experience, preferably in a legal or insurance related field involved with the public and heavy computer use.
2. Attainment of or working toward one or more of the industry designations is highly desirable: Associate in Loss Control Management (ALCM), Associate in Risk Management (ARM or ARM-P), Certified Risk Manager (CRM), Certified Safety Specialist (CSP), Certified School Risk Manager (CSRM), or Chartered Property Casualty Underwriter (CPCU).
3. Related experience in a public-school district setting is desirable. Willingness to acquire other credentials as required.
4. A working knowledge of word processing, spreadsheet, and related software programs.
5. A work history demonstrating dependability and reliability.

REPORTS TO: Director of Risk Management or designee

ESSENTIAL FUNCTIONS

1. Administers the day-to-day operations of the Workers Compensation Program for employees, volunteers and student workers who suffer on-the-job injuries and illnesses.
2. Oversees all state required Workers Compensation paperwork provided to employees and the filing of all reports in a timely manner including, but not limited to, state claim forms, and employer's report of injury.
3. Directs and coordinates the work of Return-to-Work program participants; maintain Return-to-Work program process.
4. Provides information to Workers Compensation third party administrator regarding claims and industrial leave.
5. Provides information to Payroll and HR departments regarding industrial leave.
6. Tracks site vandalism and provides documentation to insurance carrier/third party administrator for payment of claims.
7. Works with Fiscal Services on the payments of replacement items and property repairs and documentation.
8. Performs cost evaluations and provides input on District policies and proposals made in bargaining by employee organizations.
9. Assists in the reviewing of current information and remains up to date on developments related to Workers Compensation, insurance and laws; serves on committees and attends meetings and seminars.

JOB DESCRIPTION: RISK MANAGEMENT ANALYST

ESSENTIAL FUNCTIONS (continued)

10. Develops and maintains relationships with medical clinics, specialty providers, JPA and legal counsel.
11. Provides ergonomic evaluations to staff.
12. Assures compliance with applicable laws, contracts, rules and regulations.
13. Communicates effectively in both oral and written forms.
14. Communicates with District departments and personnel, third party administrators, and medical personnel regarding employee Workers Compensation.
15. Composes and types correspondence and responds to a variety of questions regarding Workers Compensation, safety, general liability and government compliance.
16. Computes, verifies, balances and adjusts accounts, records and data requiring independent judgment based on established procedures and policies.
17. Interacts effectively with medical, legal, public safety, government, and insurance professionals.
18. Knows and understands the Mission and Core Values of the District.
19. Meets and deals effectively with staff, applicants, and the public in a constructive, objective, efficient, and professional manner.
20. Maintains complete and accurate files and records, including claims files on work-related injury cases, property/liability claims and subrogation and expedite the completion of matters in the process relating to Workers Compensation, auto, property and liability claims.
21. Operates a variety of office machines including copier, computer, typewriter, calculator, and computer terminal as well as occupational and public safety testing equipment.
22. Participates in District in-service training as required.
23. Participates in new/current employee orientations.
24. Provides a high standard of customer service to staff and community members in the performance of job-related duties.
25. Remains current on developments related to Workers Compensation and insurance related laws, safety, and various laws, including, but not limited to, Cal-OSHA, Cal-EPA, Ed Code and Labor Code.
26. Serves on JPA Boards, committees and attends meetings as assigned.
27. Reviews Board actions and records changes related to Workers Compensation, property/liability, review entitlement changes and premiums.

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 principal job elements.

OTHER FUNCTIONS

1. Performs other related duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.

JOB DESCRIPTION: RISK MANAGEMENT ANALYST

PHYSICAL ABILITIES (continued)

5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate state of California driver's license; have an acceptable driving record; and be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Confidential

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy. The Director of Risk Management or designee will give the evaluation.

Approved by: Board of Education Date: December 14, 2021

Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.