

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: RISK MANAGEMENT AND EMPLOYEE BENEFITS SPECIALIST (CONFIDENTIAL)

BASIC FUNCTION

Under the direction of the Superintendent or designee, to coordinate the daily activities of the District's property, liability, worker's compensation, benefits and other risk management insurance programs; to perform a variety of general business functions. Incumbents in this classification provide a variety of services to employees relating to benefits, claims, and risk management programs which directly support learning.

ESSENTIAL JOB FUNCTIONS

- Coordinates the District's employee benefits programs both for certificated and classified employees; organizes fairs and prepares promotional materials regarding District plans; prepares and sends COBRA notifications as appropriate; responds to employee questions regarding employee benefits; verifies coverage and benefits with offices; communicates with insurance companies regarding eligibility; receives and compiles quotes for other plans and submits to appropriate personnel; enrolls employees and their dependents; reconciles monthly insurance premium bills and handles other issues related to medical payments
- Develops, plans, implements and coordinates the District's employee wellness program (e.g. walking club, gym membership rewards, on-site chair massage, employee wellness board, wall of wellness, distribution of health and wellness-related literature, etc.)
- Coordinates the daily activities of the Worker's Compensation program; monitors medical appointments, treatment and lost times and/or modified duty; prepares appropriate forms for claims administration and the California Occupational, Safety and Health Administration (Cal OSHA); maintains related files; communicates with employees, claims administrator and attorneys as needed
- Conducts good faith interactive reasonable accommodation meetings for modified duty assignments
- Coordinates property and liability insurance for the District; completes quote information for self-insurance; prepares lists of liability cases for the Board; reports on and investigates accidents in the District; coordinates claim activities including liaison with claimants, insurance carriers, attorneys and other agencies; completes coverage certificates, applications and other related documents as needed; administers insurance for outside groups for District facility use
- Conducts District-wide safety committee meetings; prepares hazard/safety suggestions, submits to staff and follow through with work orders and repair of safety items as appropriate; compiles information regarding safety incentive plans, expenditure of safety incentive money, safety supply orders and other information as assigned; arranges for staff to attend safety-related workshops and conferences and maintains related records; coordinates the District's First Aid and CPR in-service trainings
- Coordinates the District's loss prevention program, including reviewing and/or preparing investigation reports of accidents, safety inspections and recommendations to avoid recurrence, makes recommendations as appropriate
- Collects chemical inventories from sites; arranges for chemical disposal, prepares plans and various reports related to hazardous materials and inspections; arranges for annual asbestos training for staff, yearly respirator physicals for staff and respirator fit testing

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- Maintains and develops a variety of business files, records and reports including theft and vandalism, inventory, collections and hazardous material inventories; prepares collection letters according to established procedures; prepares reports, graphs, letters and memos independently
- Operates a computer and other standard office equipment as assigned
- May attend employee benefits-related meetings
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Prepare clear, complete and concise reports
- Understand and follow oral and written directions
- Operate a computer and other office equipment as assigned
- Analyze cost information and make mathematical calculations with accuracy and speed.
- Work independently with little direction
- Communicate effectively both orally and in writing
- Arrange for workshops and training sessions on safety and loss prevention
- Maintain a work pace appropriate to a given workload

Knowledge of:

- Risk management practices, environmental safety policies and regulations, governmental operations procedures
- California Worker's Compensation programs and claims processing
- Employee benefit and health/dental insurance programs and wellness programs
- California Education Code and other rules and regulations related to assigned business services activities
- Operation of a computer and assigned software including word processing, spreadsheets and database management
- Oral and written communication skills
- Interpersonal skills including tact, patience and courtesy, especially with employees who are upset, frustrated, in pain and facing possible loss of employment due to injury and/or long-term illness
- Record-keeping techniques
- Modern office practices, procedures, machines and equipment

Ability to:

- Coordinate the daily activities of the District's property, liability, worker's compensation, benefits and other risk management insurance programs
- Perform a variety of general business functions relating to risk management, liability and work injury claims
- Analyze data and interpret and apply rules, regulations and other procedures relating to business activities, liability and injury claims
- Reconcile claims, bills, costs and project estimates
- Operate a vehicle to travel among various District sites to conduct inspections and to travel outside the District to meetings, conferences and training sessions
- Keyboard at an acceptable rate of speed.

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PHYSICAL DEMANDS

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

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, the incumbent must have the ability to do substantially all of these activities. If someone can do light work, it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Three (3) years of increasingly responsible technical and/or analytical experience in the field of risk management and employee benefits.

Education:

Associate degree in accounting, business administration or related field. Courses and/or training in risk management, occupational safety and health, worker’s compensation and employee benefits are preferred. Additional qualifying experience beyond the minimum three (3) years may be substituted for the required degree on the basis of one (1) year of additional experience for 24 semester or 45 quarter units.

LICENSE AND CERTIFICATIONS

- Possess and maintain a valid First Aid Certificate
- Possess and maintain a valid California Driver’s License along with evidence of insurability