

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Risk Management Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	046 OTBS
REVISED:	October 28, 2002		

BASIC FUNCTION:

Relieve the workload of the Risk Manager by performing technical and operational administrative duties related to general liability, district and personal property, and student insurance programs and perform specialized duties for the processing of claim forms.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. 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.

E = Essential Functions

Assist with technical and operational administrative detail. **E**

Receive and review property and liability claims for completeness, timeliness, reasonableness, and compliance with district and/or legal procedures. **E**

Complete preliminary investigations to determine district liability or authorizes investigative procedures by insurance adjuster; evaluate claims to establish reserves using insurance industry standards. **E**

Contact district staff, police departments, and the public to collect and verify data for claims resolution and contact district legal office, outside counsel, and adjusting agencies regarding law proceedings, state regulations, and claims status. **E**

Negotiate and authorize settlements of limited claims filed against the district. **E**

Monitor claims to disposition. **E**

Assist with budget development and management of program assets and initiate and monitor budget activities; maintain loss reports for liability, personal property, and student insurance programs. **E**

Maintain claim status and historical records for auditing purposes. **E**

Coordinate and process legal and adjusting agency fees, claims payments, premiums, and invoice charges for payment. **E**

Explain district policies and procedures, processes, and laws pertaining to the self-funded insurance programs to district staff and the public and act as liaison to district staff and claimants not represented by attorneys. **E**

Assist with review of legal documents and prepare documents in response to subpoenas and other legal forms. **E**

Prepare correspondence; gather, compile, and analyze statistical data and develop claim trends. **E**

Prepare a variety of summaries and specialized reports for district staff, insurance carriers and brokers, attorneys, and others. **E**

Complete applications and renewals for insurance policies and certificates of insurance. **E**

Assist with writing and revising procedures, trains and directs the work of clerical assistants. **E**

May represent district in small claims court actions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years of recent, full-time equivalent, paid, increasingly responsible insurance office experience, preferably with a medium or large size insurance company working with all levels of claims.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Insurance terminology, claims processing procedures and systems.

District, state, and insurance policies and regulations.

Claims resolution related to general liability, district and personal property, and student insurance programs of the district.

Technical aspects of field of specialty.

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

ABILITY TO:

Exercise good judgment, tact, and sensitivity.

Communication effectively orally and in writing.

Review and process large numbers of documents and forms under time constraints.

Demonstrate organizational and analytical skills

Compile and prepare reports, financial statements, and correspondence.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with district staff, the public, state agencies, insurance carriers, and members of the legal community.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

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

Communicate effectively both orally and in writing.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Issued 10/96

Revised 3.26.04—PeopleSoft

Job Code 6519

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