

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Risk Management Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	038 OTBS
REVISED:	April 12, 2012		

BASIC FUNCTION:

Provide technical and specialized support for Risk Management programs which include workers' compensation and compliance with OSHA reporting requirements, property and liability claims, industrial accident program and unemployment insurance as assigned; assist department staff with insurance renewals and other risk management duties.

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

Research and prepare a variety of risk management program reports, schedules, statements and technical data involving all risk management activities. **E**

Provide technical support for property and liability claims processing, workers' compensation, unemployment insurance and industrial accident program management. **E**

Review program statistical data to develop loss runs, summaries, and other reports; review computer generated reports for accuracy and completeness and submit corrections, or notify others regarding discrepancies. **E**

Assist risk management staff with assigned special projects related to various program needs; provide support to each risk management function as assigned; act as a resource for the department when new programs are initiated. **E**

Prepare a variety of program and project materials including correspondence, bulletins, handbooks, newsletters, documents and exhibits. **E**

Gather and compile data for federal and state reporting requirements. **E**

Assist with the development, evaluation, revision, interpretation and implementation of district policies and procedures related to risk management functions. **E**

Assist in the preparation of program documents; maintain department operational records and files including historical financial and policy documents. **E**

Contact district schools and departments, local and state organizations, community groups, businesses, special interest groups and federal agencies to provide and obtain information. **E**

Coordinate department activities including in-service training programs and meetings; explain district and department policies and procedures as appropriate. **E**

Represent the department at meetings as assigned; travel to meeting locations and screen and schedule appointments. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Any combination of training, experience, and/or education equivalent to: three years of formal clerical, or claims reporting experience. Prior work experience in an insurance company, public agency or other related insurance industry setting is desirable but not required.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Oral and written communication skills.

Computer software applications used in common office operations or risk management/insurance claims reporting including Microsoft Outlook, Excel, Word, Powerpoint and Access; internet, and web page maintenance.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with all levels of district staff, other organizations and public agencies.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Work independently with little direction.

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

WORKING CONDITIONS:

ENVIRONMENT: Office setting, driving to meetings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing 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.

Revised 4.12.12---JB

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Job Code 6514

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