

CLASSIFIED MANAGEMENT JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

RISK AND SAFETY MANAGER

BRIEF DESCRIPTION:

Under the supervision of the Chief Business Official, organize and administer the District's health and welfare employee benefit program; review, research, evaluate and process Workers' Compensation claims; work with the District's negotiating team to provide information and analysis regarding the impact of benefit changes on District costs; explain and clarify for employees the District benefit programs and applicable Workers' Compensation laws. Coordinate the District's Disaster Preparedness and Safety program, ~~update site safety plans.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer health, dental, vision, life insurance, loss control, risk management and Workers' Compensation programs.
- Explain and interpret insurance and Workers' Compensation policies to other employees.
- Plan and attend District Insurance Committee meetings.
- Prepare, process and audit invoices and reports pertaining to health and welfare and Workers' Compensation programs; maintain accurate employee eligibility reports.
- Develop and administer return to work program for injured employees.
- Coordinate, prepare materials and participate in open enrollment meetings.
- Update benefit plan documents to reflect current plan benefits.
- Counsel retirees on insurance options.
- Maintain and administer COBRA.
- Resolve claim problems between employees, insurance companies, physicians, hospitals, etc.
- Develop employee benefits and Workers' Compensation budgets.
- Monitor benefit programs for possible abuse.
- Assures District compliance with all federal, state and local codes, regulations and laws (including OSHA) pertaining to student, employee, and environmental safety.
- Maintain CAL OSHA records for the District.
- Receive and process Workers' Compensation claims and incident and unusual occurrence reports.
- Process, maintain and file all medical, investigative and injury reports for individuals involved in job related injuries and assist in investigation of Workers' Compensation claims.
- Work closely with District administrators, the third-party administrators, insurers and investigators of the District's health benefits and Workers' Compensation program and administrators of the District's premium paid benefit programs.
- Prepare periodic District, State and Federal reports and/or informational materials.
- Prepare and analyze data for negotiations.
- Prepare agenda items for Board of Education meetings.
- Work to resolve ergonomic and building air quality issues.
- Audit, maintain and interface with Payroll Department for accurate benefit deductions; interface with Personnel on various employee issues.
- Develops policies, regulations, programs, and contracts related to loss control, insurance regulatory compliance, and risk management.
- Investigates accidents, industrial illnesses, property losses and other occurrences to analyze claims, loss and accident history, and identify methods to eliminate, minimize or indemnify risks or possible losses.

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- Attend Joint Powers Authority meetings for workers' compensation and property and liability.
- Assists sites, departments and school administrators in their accident reporting and accident prevention responsibilities.
- Maintain confidentiality on sensitive matters.
- Participate in workshops and seminars to remain current on employee benefit and Workers' Compensation laws and regulations.
- Supervise assigned personnel.
- Perform other duties as assigned.

SAFE SCHOOLS/DISASTER PREPAREDNESS:

- Coordinate and collaborate with school sites regarding their annual update annually site "Safe Schools Plans", a comprehensive school safety plan, in compliance with California Government Code Section 8607, and Education Code 32281.
- Review, update and revise each site's Disaster Preparedness plans in compliance with the State's Emergency Compliance System (SEMS).
- Chair the district's Disaster Preparedness Advisory Committee (DPAC).
- Conduct trainings for district staff as outline in the National Response Plan (NRP).
- Coordinate District-wide disaster drill.

QUALIFICATIONS:

Knowledge of:

Medical claims processing and Workers' Compensation regulations; insurance benefits and Workers' Compensation administration and laws; District policies, rules and regulations; principles of business administration, organization, planning and personnel management, record keeping and budget preparation; correct English, grammar, spelling and punctuation; modern office methods and procedures, including personal computer and related software, and data processing.

Ability to:

Understand, interpret and apply laws, rules, regulations, policies, and certificated and classified negotiated contracts relating to employee benefit programs; understand complex procedures and terminology; analyze situations accurately and adopt an effective course of action; assist in the investigation of claims; input, retrieve and maintain data in a variety of formats; collect and analyze data and prepare reports and correspondence; communicate with administrators, employees, insurance carriers and the public; balance casework loads and efficiently process claims; interpret and apply code, laws, legislation and sections of the collective bargaining agreements pertaining to risk management and safety; develop rapport and trust and effectively mediate and resolve conflict; work independently with minimal supervision; supervise assigned employees; establish and maintain cooperative working relationships; effectively communicate both orally and in writing.

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Experience:

Three years of increasingly specialized responsibilities in administration of health and welfare programs, Workers' Compensation programs, and CAL OSHA work which has provided the applicant the knowledge and abilities listed above. Claims processing and school benefits experience desirable.

Education:

A Bachelor's degree in Business Administration or a related field.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved.

Licenses:

Possession of a valid California Driver's License.

SALARY/COMPENSATION:

245 Work Days

Job Description: Classified Management/Risk Manager

Classified Management Salary Schedule 201

\$6,359.00-\$8,324.00/Monthly

Board Approved: May 11, 2017