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PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: June 18, 2014  
Salary Schedule: 261; Row 4

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

Job Title:           **RISK MANAGEMENT SUPERVISOR**

JOB PURPOSE: Under the direction of the Director of Risk Management & Environmental Safety, responsible for the day to day operation of the self-insured Workers' Compensation program, return to work program and support in all areas of Risk Management including property and liability claims, student accidents, emergency management and health benefits.

JOB FUNCTIONS:

- Monitor and coordinate Workers Compensation claims; administer the day to day coordination of claims and benefits with the District's third party administrator, payroll, human resources, employee's supervisors, attorney, etc.
- Oversee and direct the District's First Aid program including the bill review process to maintain compliance.
- Coordinate the return to work program with medical providers, injured workers and their supervisors.
- Maintain employee injury confidential records/reports, including medical reports, documents for litigation, and other legal records.
- Conduct accident investigations to discover the root cause of employee injuries and student accidents.
- Assists site representatives and supervisors in the preparation of accident reporting; receive and review claims reports from sites; contact and interview administrators, supervisors and employees and work with outside investigators as needed.
- Investigate employee and student injuries, vehicle and public accident incidents; assist with the review and follow up of student and staff injury and loss reports with a focus on prevention.
- Support the Director in the processing of incoming liability and property loss claims and in the handling of in-house claims.
- Assist with the settlement of claims; review settlement documents for accuracy and completeness.
- Communicate with a variety of District personnel, insurance carriers, claims examiners, attorneys, investigators, medical personnel and other outside agencies to establish effective working relationships, exchange information, resolve issues or concerns and coordinate activities.

JOB FUNCTIONS - continued

- Assists in responding to subpoenas and Public Records Act requests; assist with pre-trial discovery and depositions; schedule witnesses for depositions.
- Review and update various plans and processes.
- Keep the Director informed on claims through review of medical reports, claims and claim documentation and contacts with supervisors; review legal papers for factual accuracy.
- Assists in the operations of the employee benefit program that includes but is not limited to enrollment, eligibility, available options for employees, employee benefit database, invoices from carriers for both medical and voluntary plans to ensure compliance and cross training within the department.
- Assists in the development, coordination and monitoring of all safety related plans and processes to ensure compliance. Conducts ergonomic evaluations, works with and follows up with employees, supervisors, and vendors regarding ergonomic recommendations.
- Prepare a wide variety of reports and summaries related to assigned activities; maintain confidentiality of sensitive and privileged information.
- Coordinates and participates in safety committee meetings. Coordinate and provide training to site staff to ensure compliance.
- Attends and participates in various Joint Powers Authority (JPA) meetings and activities related to workers compensation, property and liability and employee benefits, as needed in support of the Director.
- Attend a variety of meetings, conferences and workshops to maintain current knowledge of applicable laws, codes, rules and regulations; monitor new legislation affecting assigned activities; prepare and delivery presentations as needed or requested; as requested, attend meetings in the absence of the Director.
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Perform other duties as assigned.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit, stand, stoop, kneel, bend, and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders

PHYSICAL ABILITIES – continued

- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

- Knowledge of risk management and ability to apply risk management techniques in multiple situations.
- Must have excellent verbal and written communication skills; the ability to respond to sensitive situations in a calm and rational manner; a general knowledge of state and federal laws, policies and procedures related to public education; a general knowledge of workers compensation laws and how they apply to education as well as health and safety principles, regulations, and practices.

Education:

- Completion of at least two years (48 semester/72 quarter hours of course work) of approved college level courses in a related area
- Additional years of qualifying experience may be substituted for the required education

Experience:

- Three (3) years of progressively responsible experience in comprehensive benefits, workers' compensation, risk control, and/or safety administration or related field.
- Related experience in a public school setting is desirable along with supplementary training in risk management or workers compensation

JOB QUALIFICATIONS – continued

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position