
Position:	Risk Management Specialist	FLSA:	Non-exempt
Department/Site:	Human Resources	Salary Grade:	25
Reports to/Evaluated by:	Risk and Benefits Manager	Salary Schedule:	Non-Operations

SUMMARY

Under general supervision assists in administering employee benefits for the District by and maintaining up-to-date files and reporting for programs that include, but are not limited to group health, other forms of group insurance, retirement, employee safety and employee training. Work is performed with some independence and use of some independent judgment. Position is reviewed through observation of the work in progress and results obtained.

DISTINGUISHING CAREER FEATURES

The Risk Management Specialist is a senior-level technical position in a multi-tiered career ladder within Human Resources. Advancement to this position requires compliance with the position qualifications, the ability to conduct benefit plan orientations, and demonstrated ability to communicate, troubleshoot, resolve, and administer Risk Management conflicts, problems, and general provisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participates in the design, assembly, implementation, and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement.
- Coordinates and participates in the day-to-day administration of the benefit program elements. Assures that employees are properly oriented, questions are answered, documents are processed on a timely basis, bills are processed, and required reports are completed.
- Coordinates and participates in the processing of enrollment, claims, and other benefits documentation. Collects and enters employee information into HR databases.
- Provides regular communications about the benefits programs through open enrollments, periodic orientations for new and existing employees, written communications, and newsletters. Serves as a primary resource to employees for benefit questions. Assists employees in solving problems with coverage.
- Assists the HIPAA Privacy Contact Officer for the District to oversee the security of Personal Health Information (PHI) in the Benefits Department.
- Coordinates and monitors the self-insured workers compensation program, including claims, progress, and return-to-work programs. Participates on safety committees and studies designed to promote safe work methods and to identify alternative work settings for injured employees.
- Processes and monitors COBRA and other required procedures for eligible employees.
- Maintains statistical and other records of benefit plan activity. Compiles reports for external agencies

and third-party providers. Compiles statistics and trends. Receives and reviews documentation on new employees. Verifies information and eligibility for benefits and retirement.

- Assist the Risk and Benefits Manager in promoting in-person and online safety training, education and maintaining a safety program that incorporates the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities and damage to equipment and material. Periodically evaluating compliance with the safety program within the district and its school sites.
- Assists the Risk and Benefits Manager in handling student accident claims, certificates of insurance and assures the data is properly processed and maintained on a timely basis and that required reports are completed.
- Assists the Risk and Benefits Manager with the OSHA Interactive Process by collecting data, scheduling Interactive Dialogues, recording minutes and distributing summaries for signatures.
- Oversees procurement, Accounts Payable and Accounts Receivable ensuring all requisitions and purchase orders are entered and maintained in an accurate and timely manner.
- Ensuring that employees are trained in accordance with district policies.
- Provides specific aspects of new-employee orientation on personnel policies and procedures. Assembles and distributes packets containing information on the District, group benefit plans, and policies and procedures.
- Participates in and assists with human resources services such as employee assistance, wellness, short and long term disability.
- Serves and/or acts as a liaison to a variety of employee relations committees.
- Responds to requests for information using discretion and judgment when discussing confidential and/or sensitive information.
- Coordinates benefits provisions for eligible retirees and accounts receivable.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Knowledge of group employee benefits programs including all forms of insurance, and statutory requirements. Working knowledge of the laws and regulations affecting benefits administration; generally accepted personnel management practices, fair employment practices, and other laws governing human resources; personnel records and data entry requirements for human resources information systems; other human resource functions such as employment, payroll, and employee communications. Requires knowledge of personal computers and common office productivity applications such as office suites, spreadsheets, and relational databases used in accounting and human resources. Requires human relations skills sufficient to communicate technical concepts to others in individual and small group settings and to exercise patience when dealing with employees. Requires skill at preparing effective written communications. Requires sufficient math skill to compute risk and return, present value, and cost-benefit analysis.

Abilities: Coordinate, maintain, and document group benefits program elements, including the ability to setup employee enrollment services. Requires the ability to interpret the policies, procedures, techniques, and rules governing human resources management. Requires the ability to maintain confidentiality of employee information and certain communications governing employee records. Requires the ability to coordinate and

perform subject specific projects. Requires the ability to perform advanced math calculations. Requires the ability to convert involved technical and legal information into practical communications. Requires the ability to achieve harmony and cooperation in communications with others. Requires the ability to prepare professional correspondence for routine communications with insiders and outsiders.

Physical Abilities: Requires ambulatory ability to sit, often for long periods of time, and move to campus locations on an occasional basis. Requires the near visual acuity to read printed materials and microcomputer screen. Requires auditory ability to carry on conversations in person, with small groups, and over the phone. Requires the ability to retrieve work materials. Requires manual and finger dexterity to write, use a pointing device and keyboard to operate microcomputer, and other office equipment, almost constantly requiring repetitive motions.

Working Conditions: Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Education and Experience: Associate degree in Public Administration, Human Resources, Risk Management or related field; supplemented by four (4) years of progressive experience in a Risk Management or equivalent function encompassing employee benefit plans. Any equivalent combination of education, training and experience.

Credential Requirements: Requires a valid driver's license.