

## VISTA UNIFIED SCHOOL DISTRICT

### RISK MANAGEMENT TECHNICIAN

#### Purpose Statement

The purpose of a Risk Management Technician is to perform specialized technical support and administrative duties to the District in the areas of emergency procedures, loss analysis and prevention, staff training and consultation, occupational safety and environmental health, regulatory compliance, and assuring compliance with applicable laws, codes, rules, and regulations.

This job reports to Safety and Environmental Manager.

#### Essential Functions

- Assists with monitoring assigned activities and programs (e.g., certificates of insurance, liability and property loss claims, subpoenas, records requests, claims, etc.) for the purpose of documenting activities, meeting regulatory requirements, and ensuring an up-to-date audit trail.
- Assists with packaging and disposal of medical and/or pharmaceutical waste according to established procedures and guidelines for the purpose of disposing of hazardous waste in accordance with legal requirements.
- Assists with the preparation of staff training materials and implementing in-service training programs for the purpose of reducing the incidence of accidents and meeting mandated requirements and established guidelines.
- Assists with the review and follow up of injury and loss reports (e.g. workers' compensation, property and liability, etc.) for the purpose of reviewing claims and minimizing loss.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Investigates student, public, and employee injuries and accidents, vehicle incidents, theft, and/or vandalism (e.g., interviews involved parties, witnesses, and school personnel, visits sites, takes pictures and measurements, assists investigators, etc.) for the purpose of assuring property procedures are followed.
- Maintains manual and electronic documents, files, and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors and arranges for the repair, replacement, and/or updates to safety, security, and environmental related software and devices (e.g., security cameras, visitor management system, environmental reporting system, etc.) for the purpose of identifying issues and maintaining services and programs.
- Performs general clerical functions (e.g. scheduling, copying, faxing, scanning, data entry, filing, submitting work orders and/or requisitions, etc.) for the purpose of supporting department operations.
- Prepares written materials (e.g., reports, summaries, claims, emergency plans, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches and compiles information on a variety of topics (e.g. safety, inspections, emergency plans and procedures, compliance, etc.) for the purpose of providing information, developing recommendations, and resolving issues.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information and facilitating communication among parties.
- Supports assigned administrator for the purpose of collaborating with administrator in the

achievement of department, program, and district goals.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- analyzing data;
- applying job-related codes, regulations, and laws;
- classifying data and/or information;
- handling hazardous materials;
- operating standard office equipment and office technology;
- performing arithmetic computations and clerical duties with speed and accuracy;
- preparing and maintaining accurate records;
- using office software applications including word processing, spreadsheets, presentation, and databases.

KNOWLEDGE is required to

- analyze situations to define issues and draw conclusions;
- compose a variety of documents, present information to others, and/or facilitate group discussions;
- perform basic math, including calculations using fractions, percents, and/or ratios;
- read technical information;
- speak clearly;
- understand complex, multi-step written and oral instructions.

Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- basic training principles;
- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- health and safety regulations;
- investigation techniques;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- methods of tactful, patient, and courteous interpersonal interactions;
- office equipment and technology;
- office practices and procedures;
- operation of specialized equipment used in incident investigation;
- pertinent software programs;
- recordkeeping and record retention practices;
- risk management, insurance, and workers' compensation laws, codes, rules, and regulations;
- safety practices and procedures;
- school safety and security practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create

action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing work priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- establishing and maintaining effective working relationships with others;
- learning district organization, operations, policies, and objectives;
- maintaining confidentiality;
- making arithmetic calculations quickly and accurately;
- meeting deadlines and schedules;
- multitasking;
- organizing tasks;
- reading, interpreting, explaining, and following rules, regulations, policies, and procedures;
- reading, writing, and communicating effectively in English;
- working as part of a team;
- working with detailed information/data.

### **Responsibility**

Responsibilities include: working under direction supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. There is the potential for exposure to chemicals, fumes, and/or hazardous materials. The job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Targeted, job-related education with study in job-related area.

**Equivalency:** High school diploma or equivalent, supplemented by course work or training in risk management, occupational safety, workers' compensation, or related field and three (3) years of responsible and specialized clerical experience including one (1) year of experience in risk management, claims processing, occupational safety, or workers' compensation.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

### **Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written

### **Certificates and Licenses**

Valid California Driver License and evidence of insurability.

Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
Drug Test  
Tuberculosis Clearance

**FLSA Status**  
Non-Exempt

**Approval Date**  
Revised: 04/18/2017

**Salary Grade**  
Classified, Range 58