

## **Escondido Union High School District Job Description**

**Job Title:** Workers Compensation/Risk Manager  
**Employee Unit:** Supervisor  
**FLSA Status:** Exempt  
**Salary Level:** 29  
**Approved By:** Governing Board  
**Approved Date:** May 19, 2015

### **NATURE OF WORK:**

Under the direction of Assistant Superintendent of Business Services, plans, directs, and coordinates programs of the district to control risks and losses, and plans, organizes and directs the risk management activities of the district by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Under the direction of Assistant Superintendent of Business Services, manages workers' compensation and modified duty programs.

Analyzes and classifies risks as to frequency and potential severity and measures financial impact of risk on district.

Identifies and makes recommendations to reduce or minimize property, casualty and workers compensation losses.

Supervises and directs loss prevention and safety programs.

Supervises and directs activities of site safety committee(s).

Provides on-going mandated OSHA compliance training such as Right To Know, Hazardous Materials, Blood-borne Pathogens, Illness and Injury Prevention.

Coordinates and directs chemical disposal.

Assists in the implementation and coordination of the district disaster preparedness plan.

Facilitate/instruct CPR/1<sup>st</sup> Aid training classes.

Compiles report data for monthly custodial safety meetings.

Administers wellness program for employees by arranging workshops, health fairs, and other related events.

Completes and files state and federal claims for Workers Compensation claims.

Prepares memos, correspondence, requisitions and other forms; maintains general office supplies and appointments.

Answers telephone and greet vendors, clients, employees.

Oversees and coordinates workers compensation claim forms, coordinates documents, follows up with claimant's supervisor, notifies urgent care facility and forwards documentation to district claim agents.

Manages, schedules and tracks modified duty schedule.

Coordinates with Human Resources staff to oversee the status of employees who are absent or on modified duty to work related injury, and forwards abatement as received from insurance carrier.

Maintains up to date OSHA requirements, including updating books, trainings and programs.

Maintains records such as employees annual training schedules for blood-borne pathogens, Hepatitis B vaccinations, wellness program, disaster preparedness, pesticide training, MSDS, hazardous materials.

Oversee the training and maintenance of AED machines.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A) is preferred. Minimum of an Associate Arts (AA) degree in a Business Administration related field or sufficient technical education or experience in Risk Management is required to effectively perform the essential duties and responsibilities of the position.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California driver's license.

### **KNOWLEDGE OF:**

Microsoft computer applications, including Microsoft Word, Excel, GroupWise. Knowledge of codes, laws and regulations governing safety, OSHA compliance, workers compensation and other risk management issues.

### **ABILITY TO:**

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, financial reports, legal documents and governmental regulations; write reports, business correspondence, and procedure manuals; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; respond to common inquiries or complaints from customers, regulatory agencies or members of the business community; effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference, and volume; define problems, collect data, establish facts and draw valid conclusions and to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

**COMMENTS**

As a representative of the Escondido Union High School District, the individual assigned to this position is expected to demonstrate professional, friendly, helpful attributes at all times. Must be dedicated to effective time management and detail oriented to assure full compliance with all training, safety and health issues relative to the areas of responsibility. Must present a professional appearance.