



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

RISK MANAGEMENT ANALYST

DEPARTMENT/SITE: Human Resources

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 40

WORK CALENDAR: 261 Days

REPORTS TO: Assistant Superintendent of
Human Resources

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Assistant Superintendent of Human Resources, the Risk Management Analyst performs a wide variety of duties related to District-wide risk management and insurance services and activities; provides information to State management and employees; performs related work as required. The incumbents in this classification provide the school community with risk management and insurance services, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform functions supporting the District's risk management and insurance services. This is a stand-alone classification in support of risk management and insurance services activities in the Human Resources Department.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Analyzes all incoming and outgoing Certificates of Insurance (COI) to ensure adherence to District requirements.
- Analyzes all Student Injury Reports (SIR) to determine District risk exposure.
- Analyzes and recommends revisions to current safety programs to improve effectiveness and to comply with changes in applicable laws, regulations, and policies.
- Attends pertinent insurance meetings/workshops in order to keep current with procedural and legal requirements.
- Collaborates with claim adjusters in the analysis of Workers' Compensation claims; prepares and files Workers' Compensation claims to ensure the timely and accurate presentation of facts.
- Collaborates with the California Risk Management Authority (CRMA) in the preparation of documentation (e.g., safety reports, Workers' Compensation reports) to provide written support and/or conveying information.
- Communicates with and acts as a liaison between District personnel and public or private entities (e.g., claimants, staff, administration, attorneys, insurance carriers, investigators, hospitals, occupational health, and physical therapy agencies) to provide and/or gather information about claims or reports and assist in positive communication and the welfare of both claimants and the District.
- Composes a variety of documents (e.g., correspondence, memoranda, reports) for the purpose of supporting the effective and efficient functioning of the department.
- Coordinates and schedules Safety Training dates for departments; coordinates District Safety Committee

and acts as the Secretary during meetings.

- Coordinates the placement of employees to Bridge assignments and routinely visits Bridge assignment locations to verify the adherence to the modified assignments.
- Coordinates, attends, takes minutes and prepares reports for all Industrial Accident Interactive Process meetings.
- Maintains a variety of records (confidential and non-confidential) and files to ensure documentation for future reference in accordance with administrative and legal requirements.
- Plans, organizes, and coordinates District programs and safety management plans regarding employee and student safety, public risk factors, and earthquake/disaster preparedness
- Processes all volunteer drivers for the District; collect and review the required forms from parent volunteer drivers; ensures drivers carry appropriate insurance requirements and meet the District's Driving Policy.
- Procures and distributes materials as needed (e.g., student voluntary accident insurance, Workers' Compensation forms, Labor Law posters) to provide information to staff and parents.
- Provides for regular safety and playground inspections, employee training, monitoring, record keeping, Cal-OSHA compliance and other requirements of various regulations.
- Records employee's Industrial Leave in the District Absence Management System; tracks Industrial Leave allotment; notifies employees to alert end of Industrial Leave.
- Responds to a wide variety of inquiries from internal and external parties (e.g., staff, parents, students, public and private agencies, vendors) to provide information, facilitate communication among parties and/or provide direction.
- Tracks and submits sensitive data and information (e.g., positive COVID-19 test results) to Workers' Compensation carrier and to Madera County Public Health Department.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Modern office practices, procedures and equipment
- Basic math, including calculations using fractions, percentages, and/or ratios
- Bookkeeping/accounting practices
- Use of job-related software applications, including virtual meeting platforms
- Business telephone techniques and etiquette
- Pertinent codes, policies, regulations and/or laws relating to risk management and insurance
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications
- District policies and procedures associated with educational processes
- District organization and locations

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Plan and manage complex and responsible projects
- Maintain confidentiality of Student Services files and records
- Understand complex, multi-step written and oral instructions
- Operate standard office equipment including utilizing pertinent software applications
- Solve problems to identify issues and create action plans
- Display exemplary planning, prioritization and time management skills
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships

- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English
- Understand and follow written and oral instructions
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and 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.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent. Bachelor's degree in a related field is preferred.

EXPERIENCE REQUIRED:

Five (5) years of increasingly responsible Human Resources or Business Services experience; **OR**; an equivalency of work experience performed from another educational institution or agency in one of the following: institutional risk management insurance programs, contract administration, workplace safety, environmental health, or another related area.

Equivalency - A degree in higher education and/or college-level course work from an accredited college or university in one of the following fields: Business Administration, Human Resources or a related field may be substituted for some years of experience.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is performed indoors and outdoors
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen