



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 15-2025/26  
DOCUMENT NO. 11-2025/26  
DATED: 08/20/2025

**RISK MANAGEMENT TECHNICIAN I**

**DEPARTMENT/SITE:** Human Resources

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 26

**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 Technician I performs various duties related to district-wide Risk Management and Certificate of Insurance (COI) services and activities; provides information to the State Management. The incumbent in this classification provides the school community with risk management and insurance services and activities that directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS:**

This entry-level classification supports the Risk Management and Certificate of Insurance (COI) Services and 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.*

- Assists with employees' Industrial Leave in the District Absence Management System.
- Assists with processing of documents, forms, mailings, and materials to disseminate information to the appropriate department for the purpose of meeting Risk Management deadlines.
- Assists with maintaining various records (confidential and non-confidential) and files to ensure documentation for future reference in accordance with administrative and legal requirements.
- Assists with maintaining and reviewing Certificates of Insurance (COI) to ensure adherence to District requirements
- Assists with maintaining records and payments for property and liability claims.
- Assists with the preparation and analysis of workers' compensation claims to ensure the timely and accurate presentation of facts.
- Assists with the processing of Student Injury Reports (SIR) and claims.
- Assists with responding to various 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.

- Attends Safety Training/District Safety Committees/ pertinent insurance meetings/workshops for the purpose of keeping current with procedural and legal requirements.
- Communicates with Supervisors, employees, insurance carriers, consultants, medical facilities, physicians' offices, and employees for the purpose of providing and/or gathering information about claims or reports.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District training.

### **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, 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 employee and student 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 the 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.

**EXPERIENCE REQUIRED:**

Three (3) years of increasingly responsible Human Resources or Business Services experience; OR an equivalent work experience performed from another education institution or agency in one of the following: institutional risk management insurance program, 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 to travel among District departments and sites to provide services as needed.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an 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)

**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 the computer screen