



JOB TITLE	DEPARTMENT	REPORTS TO
Risk Management Specialist I	Risk Management	Director of Risk Management and Employee Benefits

Position No: 77332	Length of Work Year: 12 Months
Salary Schedule: N16	Date Approved: 12/10/13
FSLA: Exempt	Date Revised: 4/15/25

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Associate's degree preferred or equivalent related experience. 2. Ability to work cooperatively with schools, departments, and administration to achieve District goals. 3. A Certified Playground Safety Inspector license must be obtained within 12 months of hire. 4. Ability to effectively present information and respond to questions from employee groups. 5. Ability to write reports, business correspondence and procedure manuals. 6. Intermediate personal computer skills including electronic mail, routine database activity, Excel spreadsheet, word processing, payroll program applications, graphics, etc. 7. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Develop and implement loss control measures to reduce the frequency of employee and student accidents. 2. Process and monitor Worker's Compensation claims, including injury investigations. 3. Assist in managing return to work program. 4. Investigate and process claims: property loss, student injury, vehicle accidents. 5. Conduct on-site analysis to identify hazards and safety deficiencies and assist in developing solutions for the abatement of such hazards. 6. Investigate incidents and develop recommendations to prevent reoccurrences. 7. Respond to emergency/special safety concerns as reported by staff. 8. Provide basic safety training to employee groups, including preparation of educational and informational loss control materials. 9. To inspect all school buildings, grounds and installation on a regular basis to determine that high standards of safety are maintained. 10. Respond to employee benefit inquiries timely, equitably, and courteously. 11. Interact with staff, administration, parents, outside agencies, business partners, and the community, in a professional and cooperative manner. 12. Serve on District councils or committees as assigned or appropriate. 13. Keep the supervisor informed of potential problems or unusual events. 14. Assist in the interpretation of programs, philosophy, and policies of the district to staff. 15. Demonstrate support for the school district and its goals and priorities. 16. Perform related work as required. 17. Perform tasks in a timely and efficient manner. 18. Perform tasks with a high standard of quality. 19. Perform other duties as assigned by the Director of Risk Management and Employee Benefits.
PHYSICAL DEMAND CLASS:
Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.