

| JOB TITLE                     | DEPARTMENT      | REPORTS TO  |
|-------------------------------|-----------------|---|
| Risk Management Specialist II | Risk Management | Director of Risk Management and Employee Benefits |

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|-----------------------------|---------------------------------------|
| <b>Position No:</b> 77332   | <b>Length of Work Year:</b> 12 Months |
| <b>Salary Schedule:</b> N18 | <b>Date Approved:</b> 12/10/13        |
| <b>FSLA:</b> Exempt         | <b>Date Revised:</b> 4/15/25          |

| <b>MINIMUM QUALIFICATIONS</b>  |
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| <ol style="list-style-type: none"> <li>1. Bachelor's degree or equivalent related experience.</li> <li>2. A minimum of five (5) years of successful experience in a risk management-related area.</li> <li>3. Ability to work cooperatively with schools, departments, and administration to achieve District goals.</li> <li>4. Ability to effectively present information and respond to questions from employee groups.</li> <li>5. Ability to draft reports, business correspondence and procedure manuals.</li> <li>6. Intermediate personal computer skills including electronic mail, routine database activity, Excel spreadsheet, word processing, payroll program applications, graphics, etc.</li> <li>7. Ability to perform the functions of the position.</li> </ol>  |
| <b>DUTIES AND RESPONSIBILITIES</b>   |
| <ol style="list-style-type: none"> <li>1. Develop and implement loss control measures to reduce the frequency and severity of employee and student accidents.</li> <li>2. Manage the district's Workers' Compensation Return to Work program.</li> <li>3. Recommend the improvement of maintenance of safety for all district buildings and grounds.</li> <li>4. Investigate and process claims: property loss, student injury, vehicle accidents.</li> <li>5. Conduct on-site analysis to identify hazards and safety deficiencies and assist in developing solutions for the abatement of such hazards.</li> <li>6. Investigate incidents and develop recommendations to prevent recurrence.</li> <li>7. Respond to emergency/special safety concerns as reported by staff.</li> <li>8. Provide basic safety training to employee groups, including preparation of educational and informational loss control materials.</li> <li>9. Assist employees in the benefit enrollment process.</li> <li>10. Respond to employee benefit inquiries timely, equitably, and courteously.</li> <li>11. Interact with staff, administration, parents, outside agencies, business partners, and the community, in a professional and cooperative manner.</li> <li>12. Serve on District councils or committees as assigned or appropriate.</li> <li>13. Keep the supervisor informed of potential problems or unusual events.</li> <li>15. Demonstrate support for the school district and its goals and priorities.</li> <li>16. Perform related work as required.</li> <li>17. Perform tasks in a timely and efficient manner.</li> <li>18. Perform tasks with a high standard of quality.</li> <li>19. Perform other duties as assigned by the Coordinator of Risk Management and Employee Benefits.</li> </ol> |
| <b>PHYSICAL DEMAND CLASS:</b>  |
| Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.   |