



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Risk Management Specialist** FLSA Status: **Exempt**
 Job Family: **Support Services** Pay Range: **SS35Y**
 Prepared/Revised Date: **August 17, 2016** Job Code: **33900**

SUMMARY: Manage and administer the district’s self-insured workers’ compensation and unemployment programs. Manage property and auto liability claims on behalf of the district. Make recommendations to the risk manager regarding processes directed at minimizing the risks and financial exposures of the district. Assist the risk manager in gathering and reviewing documents for litigated claims and requests made under the Colorado Open Records Act (CORA) or the Family Educational Rights and Privacy Act (FERPA). Respond to inquiries from parents and community members regarding district insurance coverage.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Investigate and review authenticity of claims made against the district. Review and analyze documents and reports, including medical and investigative reports. Initiate appropriate measures to verify or dismiss concerns regarding potentially fraudulent claims. Initiate subrogation process when determined appropriate. Ensure proper resolution to submitted claims.	D	20%
2. Review all overnight and international field trip requests and advise risk manager regarding any concerns. Evaluate activities and prepare “Exhibit A” to adequately describe potential risks and hazards of each particular trip providing informed consent to mitigate potential liability against the district.	W	20%
3. Submit unemployment claims in a timely manner either directly to the state or through the district’s designated third-party. When necessary, consult with human resources to determine reason for termination in order to provide accurate information. Prepare and submit tax statement of reimbursable charges.	W	10%
4. Work with the district’s third-party administrator (TPA) to authorize medical treatment, payments and injury leave time benefits for workers’ compensation claims.	W	5%
5. Work with injured employees, provide guidance on workers’ compensation benefits and monitor compliance.	W	5%
6. Assign protested claim files to outside legal counsel. Consult with legal counsel to determine the district’s strategy in defending the claim and/or settlement potential and review such recommendations with the risk manager for approval. Along with appointed legal counsel, represent the district at workers’ compensation settlement conferences and/or hearings resulting from protested claims.	M	5%
7. Manage the district’s light duty/return to work programs for injured or ill employees; consult with physicians on specific employees’ restrictions; identify and recommend light duty jobs and tasks; consult with and advise supervisors to help ensure compliance with restrictions; facilitate employees’ timely return to work following any absence due to a work-related injury or illness.	M	5%



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8. Assist the risk manager in gathering and reviewing documents requested under CORA or FERPA, in evaluating documents to determine if they are responsive, privileged and/or confidential and in preparing the documents to produce to the requestor. May be required to monitor requestors while during inspections.	M	5%
9. Respond to inquiries, concerns or complaints from staff, parents and/or community members. Provide information and assistance in a timely manner. Must be able to communicate difficult concepts, such as the Colorado Governmental Immunity Act, sometimes in tense situations.	M	5%
10. Gather data and prepare required reports including NCCI, workers' compensation annual permit and semi-annual tax reports, CDE 40 and insurance renewals.	Q	7%
11. Coordinate testing under the district's random and reasonable suspicion drug testing program. Communicate positive results to human resources.	Q	4%
12. Manage and coordinate the post-offer/pre-employment and fit-for-duty physical programs. Assist the risk manager in identifying positions that should require a physical abilities test. Work with the district's designated provider to develop validated tests. Provide the human resources department with physical requirements in order to ensure job descriptions are compliant with the Americans with Disabilities Act.	A	3%
13. Attend work and arrive in a timely manner.	D	1%
14. Perform other duties as assigned.	Ongoing	5%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or two-year college certificate in business administration, risk management, insurance or similar discipline. Bachelor's degree preferred
- More than two years and up to and including three years of experience in a claims environment including managing workers' compensation claims preferably in the state of Colorado
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to work independently
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of the Colorado Workers' Compensation Act, Family and Medical Leave Act and Americans with Disabilities Act
- Knowledge of the Colorado Governmental Immunity Act preferred at hire
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence



- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, scanner, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate				X
Instruct		X		



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	