



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Department Tech II – Records & Risk Management** FLSA Status: **Non-Exempt**  
 Job Family: **Support Services Administrative** Pay Range: **SS45H**  
 Prepared/Revised Date: **July 7, 2021** Job Code: **50605**

**SUMMARY:** Responsible for supporting the timely and accurate administration of a broad range of risk management, commercial insurance, and claims management activities. Work with internal and external stakeholders and perform functions essential to the department's success.

**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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide administrative support to the Records and Risk Management department. Create and edit documents. Request Certificates of Insurance from the District's insurer or broker and provide to employees and third-parties as needed. Compile, organize, analyze complex data and prepare reports. Maintain accurate and up-to-date files in accordance with the document retention policy. Manage department webpages ensuring they are useful and up-to-date at all times. Provide reception services for the ITC building.	D	20%
2. Provide assistance with various tasks related to workers' compensation claims. Follow up with claimants ensuring they receive and understand the information provided in order to manage their claim. Provide claim numbers to healthcare providers upon request. Code the third-party bi-weekly check registers. Assist in completing the workers' compensation permit renewal and surcharge.	D	15%
3. Attend work and arrive in a timely manner.	D	1%
4. Assist in processing and submitting auto claims to insurer. Gather documentation from involved parties and law enforcement when necessary. Provide a timely response and follow up on all incidents involving a District vehicle.	W	15%
5. Review student accidents submitted by schools in the Risk Management Information System (RMIS). Submit incidents that meet certain criteria to the insurance provider. Submit claims to insurance provider.	W	10%
6. Place orders for the department including items purchased under the ADA. Code and process invoices for payment. Process restricted checks for the department. Reconcile department budgets and P-Cards monthly. Make budget transfers as needed. Create and manage work orders. Obtain quotes when needed for department purchases. Manage department purchase requests and purchase orders. Track and process vendor renewals for department purchase orders.	M	20%
7. Assist the Director in tracking requests made under the Americans with Disabilities Act (ADA) and in following up with employees at least annually. Develop and maintain a tracking system for supplies and equipment purchased under the ADA. Monitor employee separations and retirements and arrange for the return of certain equipment. Take and distribute minutes from the Reasonable Accommodation Committee meetings.	M	10%



8. Assist the Director with litigation hold notices and quarterly reminders.	Q	4%
9. Assist in gathering and preparing underwriting data for commercial insurance policy renewal applications and submissions. Maintain current and accurate files for all insurance binders and policy documents. Coordinate with insurance broker to track receipt of policies, binders and endorsements.	A	4%
10. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses in data processing, accounting, bookkeeping, business administration or related field required.
- At least one year and up to and including two years of experience working in an administrative support role preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Effective communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Organizational skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- 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.
- Strong skills in Microsoft including Word, Excel, PowerPoint, Outlook and in Adobe Acrobat. Experience with a RMIS or other information systems not required but preferred.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, scanner, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

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

**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		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		
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.	x
Close vision (clear vision at 20 inches or less)	
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	



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	