



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED SUPERVISORY

RISK MANAGEMENT/COMPLIANCE OFFICER

DEFINITION:

Under the direction of an Administrator or Supervisor, the Risk Management/Compliance Officer is responsible to manage, plan, and direct the District's self-funded and/or self-administered Workers' Compensation program and to perform advanced Workers' Compensation claims administration and/or adjustment work. Performs a wide range of activities in the development, administration and evaluation of safety environmental compliance programs, disaster preparedness and hazardous materials management for the District relating to students, staff, public, fire, occupational, motor vehicle and physical plant safety, indoor and outdoor air quality, water quality, underground storage tanks and hazardous material compliance management. Performs a wide range of activities to evaluate and prevent various types of potential liabilities against the District.

ESSENTIAL DUTIES:

- Performs a broad range of activities in the development, implementation, and administration of the District's self-funded and/or self-administered Workers' Compensation program.
- Investigates and/or evaluates industrial injury cases, advising injured employees and coordinating the reporting and disposition of all claims filed under Workers' Compensation.
- Coordinates with industrial clinics and/or medical practitioners on initial treatment.
- Schedules and coordinates treatment with appropriate specialists as required.
- Reviews medical records and prepares letters to medical providers.
- Assists with representing the District in negotiated settlements on litigated files with the attorney and the State Workers' Compensation Appeals Board.
- Assists in coordinating claim settlements, medical treatment plans for injured employees, and recovery of losses from third parties.
- Consults with physicians and rehabilitation personnel concerning the rehabilitation of injured employees and recommends job placement(s) consistent with medical restrictions.
- Investigates claims for AOE/COE, assigns investigators and arranges witnesses.
- Manages light-duty and return-to-work programs.
- Attends Workers' Compensation Appeals Board hearings as required.
- Meets with prospective employees regarding medical problems and makes recommendations regarding employment.
- Conducts in-service meetings for supervisors and employees.
- Schedules and co-chairs the safety meetings.
- Organizes and writes procedural materials as needed.
- Reviews and updates the District's Injury/Illness Prevention Program as needed.
- Supervises the preparation, filing, and maintenance of required records, forms, and reports.
- Represent the District and respond to the Division of Occupational Safety and Health Administration (Cal OSHA).
- Performs other job-related duties as required and/or assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Workers' Compensation provisions of California State law and regulations.
- Principles and practices of Workers' Compensation claims management.
- Technical and medical terminology related to occupational injuries and illnesses.

- Investigative techniques as applied to Workers' Compensation.
- Industrial medical clinic and hospital routines and practices.
- Recordkeeping and report writing practices and procedures.
- Principles of supervision, training, and performance evaluation.

ABILITY TO:

- Effectively manage a self-insured and/or self-administered Workers' Compensation program.
- Interpret laws, regulations, and procedures applicable to Workers' Compensation and rehabilitation, including District policies and Collective Bargaining Agreements.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train, and evaluate assigned staff.
- Prepare and maintain a variety of technical records and reports.
- Establish and maintain effective work relations with those contacted in the course of employment.
- Collect, organize, analyze, and interpret data.
- Exercise sound judgment.
- Organize and prioritize to meet deadlines involved in the work.
- Perform arithmetic reasoning and calculations required in job duties.
- Learn computerized applications of Workers' Compensation claims management.

EXPERIENCE AND EDUCATION:

EXPERIENCE:

- Four years of paid experience administering or adjusting/examining Workers' Compensation claims and return to work programs; experience in an educational setting is preferred.
- A Bachelor's degree from an accredited college or university may be substituted for two years of the required experience.

EDUCATION:

Verification of an Associate's degree or higher from an accredited college or university; additional course work, training, and/or workshops related to employee benefits and insurance claims is desirable.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Possession of a valid California Motor Vehicle Operator's License.
- Condition of Employment: Insurability by the District's liability insurance carrier may be required.

Attainment of or working toward one or more of the industry designations is highly desirable:

- California State Certificate to Administer Claims for Self-Insured Employers
- Certified School Risk Management (CSRМ)
- Workers' Compensation Claims Professional (WCC)
- Workers' Compensation Specialist (WCCS)
- Self-Insured Certificate (SIC)

WORKING CONDITIONS:

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 40 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

Revision Date: 10/24/2022

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A “DRUG and TOBACCO-FREE WORKPLACE”**