

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A
SALARY RANGE: 88

CLASS TITLE: RISK MANAGEMENT SPECIALIST

BASIC FUNCTION:

Under the general supervision of the Director, Safety, Health Benefits, & Risk Management, the Risk Management Specialist performs a variety of specialized technical and administrative duties in support of the district's Risk Management program. This position provides information and assistance to employees, students, and insurance administrators, files insurance claims, maintains records, compiles a variety of reports e.g. OSHA, theft/incident, and security. Other decisions, such as, lawsuit settlements and other financial decisions are referred to a higher authority.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collect and maintain theft/incident reports from departments and Security; report College property thefts to insurance companies for information and replacement; compile reports for investigation.
- Compile vehicle accident report information and submit to insurance companies for payment/settlement.
- Ensure payments are received from insurance companies, students, and community for damages to campus property.
- Issue Certificate of Insurance and maintain logs for department; contact insurance administrators.
- Review and organize hazardous substances inventory; review MSDS maintenance needs and follow up with departments.
- Compile laboratory and site safety inspection reports and follow up with departments.
- Coordinate employee safety training; maintain records of such training.
- Coordinate workers' compensation claims; maintain files and reports to meet OSHA requirements.
- Receive subpoenas and requests for documents on behalf of the College and forward to appropriate department for response.

OTHER DUTIES:

- Perform related duties as required.

KNOWLEDGE AND ABILITIES:

Revised 6/13/12ng; 6/20/12 Approved by TH to send to CSEA Unit A. CSEA (LM) approved 7/3/12.

KNOWLEDGE OF:

- District policies and procedures.
- Applicable federal, state, and local laws and guidelines governing safety regulations (OSHA).
- Workers' compensation policies and procedures.
- Hazardous material awareness.
- Computer literacy; various software applications e.g. Microsoft Office.
- Modern office practices, procedures, and equipment.
- Record keeping and filing practices and procedures.

ABILITY TO:

- Type a minimum of net 45 WPM.
- 10-key data entry.
- Execute strong basic math.
- Exercise strong analytical skills.
- Exercise strong problem solving skills.
- Exercise excellent negotiating skills.
- Provide organizational and management skills.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with others.
- Prepare clear, concise, and accurate reports, correspondence, and other written materials.
- Operate a variety of specialized office equipment.
- Work independently.

EDUCATION AND EXPERIENCE:

A typical way of obtaining the knowledge, skills, and abilities outlined above is through graduation from High School or a G.E.D. equivalent AND a minimum of two years of increasingly responsible administrative secretarial experience.

PREFERRED QUALIFICATIONS:

- Some college-level Business, Secretarial, or related courses.
- Previous experience in risk management, occupational safety, or claims handling.

LICENSES AND OTHER REQUIREMENTS:

- The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.
- *Any provisional offer of employment is dependent upon the candidate's successful completion of their fingerprint clearance prior to the start of employment. Additionally, the cost of the fingerprint clearance will be borne by the candidate.*

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

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- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

Reasonable Accommodation shall be provided as required.

POSSIBLE HAZARDS:

Extended viewing of computer monitor.