

SAFETY AND RISK MANAGEMENT TECHNICIAN

Grade 13

Purpose Statement

The job of Safety and Risk Management Technician is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for communicating directly with employees and third-party service providers; performing accounting and clerical work; and preparing and maintaining records and documents for the department of Safety, Risk Management and Benefits.

This job reports to Coordinator of Human Resources and Risk Management.

Essential Functions

- Acts as a liaison between employee and insurance carriers, physicians, and workers' compensation companies for the purpose of enhancing communication between all parties and conveying and/or gathering information required to perform job functions.
- Advises the Director in matters relating to workers compensation benefits for the purpose of identifying problems, providing information, and complying with legal requirements.
- Communicates with a variety of stakeholders (e.g., other employees, administrators, applicants, the public, etc.) for the purpose of providing information and assistance concerning work processes.
- Coordinates W/C benefits with injured employees, TPA and local clinic, CPR/FA Training, annual hazmat inventory, LACFD Business Plan, FCC compliance, and two-way radio SME for the purpose of delivering services in compliance with established guidelines.
- Maintains a variety of department documents, files, archived files, and records (e.g., worker's compensation files, etc.) for the purpose of providing accurate information in compliance with established guidelines and regulations.
- Participates in meetings (e.g., personnel actions, regulatory update in-services, meetings involving outside agencies, interdepartmental committees, interactive meetings involving work comp claimants, etc.) for the purpose of developing recommendations and supporting other staff.
- Prepares a variety of information (e.g., identification badges, etc.) for the purpose of providing documentation and information to others.
- Presents information on a variety of topics for the purpose of conveying information and making recommendations regarding district services.
- Processes information for the purpose of disseminating information to appropriate parties.
- Researches work-related topics (e.g., district agreements, etc.) for the purpose of ensuring compliance with legislative requirements while securing general information for planning and responding to requests.
- Responds to inquiries from a variety of stakeholders for the purpose of resolving problems, providing

information and referring to appropriate personnel while identifying the relevant issues and recommending or implementing a remediation plan.

- Serves as database administrator (e.g., ID badges, Safe Schools, SDS programs, etc.) for the purpose of conveying and/or receiving information and coordinating district activities.
- Tracks a variety of assigned projects and activities (e.g., Hep B Vaccinations, site safety inspections, fire drills, lockdown drills, etc.) for the purpose of delivering services on compliance with established guidelines.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; interpreting contract language; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: classified personnel practices applied within a school district environment; contract language; and codes, regulations, and laws related to the job functions.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): High school diploma or equivalent.

Equivalency: Extensive work-related experience with increasing levels of responsibility.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.