



RISK MANAGEMENT TECHNICIAN

Class Code:
1506

Bargaining Unit: Confidential

THE COUNTY OF EL DORADO
Established Date: Dec 1, 1997
Revision Date: Apr 9, 2012

SALARY RANGE

\$22.63 - \$27.51 Hourly
\$3,922.53 - \$4,768.40 Monthly
\$47,070.40 - \$57,220.80 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general supervision, performs a variety of technical activities in support of the disability management function of a centralized risk management system. Provides complex and specialized fiscal, financial and accounting support.

DISTINGUISHING CHARACTERISTICS

This technical class is responsible for providing support to professional risk management staff in the area of disability management, although assignments may be expanded into other risk management areas for training and support. This class is distinguished from the Risk Management Analyst series in that the latter are professional level classes, having a broader variety of responsibilities in such areas as employee benefit programs, workers' compensation administration and loss control.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Confers with and interprets policies and procedures for employees and supervisors of County departments regarding various disability leaves.
- Communicates with doctors, PERS, and disability insurance carriers to verify employee disability status and eligibility for benefits.
- Tracks and monitors employee benefits while on disability leaves such as FMLA, CFRA, workers' compensation, state disability, long-term disability and disability retirement.
- Maintains records for eligible benefits; terminating coverage of employees no longer in eligible status.
- Prepares reports, correspondence and a variety of written materials relating to disability management.
- Notifies employees and supervisors of status at all phases of disability leave.
- May assist in conducting disability management studies and the fiscal impact on employee benefits.
- Prepares and oversees billing procedures for Risk Management benefits.
- Reconciles monthly bank statements for workers compensation and liability accounts; enters data and deposits funds to appropriate accounts.

- Calculates monthly payments for administrative fees for Risk Management benefits per number of participants; enters data, requests checks and makes payments to each.
- Corresponds with third parties for subrogation efforts; prepares documents for referral to County Counsel Collections; maintains records of third party recoveries in liability and workers' compensation.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to the completion of thirty (30) college semester units with major course work in accounting or a closely related field **AND** two years of office support experience at the level of the County's classification of Fiscal Assistant II **OR** two years of experience performing Risk Management duties including health benefits, disability and occupational health related support.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

OTHER REQUIREMENTS:

Must possess a valid driver's license.

KNOWLEDGE:

- Basic principles and practices of risk management and worker's compensation.
- Basic knowledge of State and Federal laws and regulations as related to various disability leaves.
- Fiscal document processing and record keeping, bookkeeping and basic governmental accounting principles and practices.
- Basic arithmetic.
- Standard office practices and procedures, including filing and basic data processing applications.

SKILLS:

- Preparing, maintaining and reconciling various fiscal, accounting, statistical and numerical records.
- Maintaining accurate records and files.
- Performing detailed fiscal office support work accurately.
- Organizing, prioritizing and coordinating work activities through a computer terminal.

- Communicating with employees, retirees and supervisors regarding benefits.
- Exercising initiative and sound independent judgment within established policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

HISTORY

JCN# 1506

Created: December 1997

Revised: September 2006

Revised: July 2008