



OCTOBER 2018
FLSA: NON-EXEMPT
Bargaining Unit: CO
JCN: 1506

RISK TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical activities in support of the disability management, safety, workers' compensation, and loss control programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a fully qualified journey-level paraprofessional classification that performs a variety of risk management duties including disability management, workers' compensation, loss control, and safety. Incumbent's perform the full range of duties as assigned, work independently, and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Confers with and interprets policies and procedures for employees and supervisors of County departments regarding various leaves, including disability.
- Schedules Fit for Duty (FFD) examinations for County employees as needed; maintains database of FFD doctors.
- Communicates with doctors, the California Public Employees Retirement System (CalPERS), and disability insurance carriers to verify employee disability status and eligibility for benefits.
- Tracks and monitors immunizations for prospective employees.
- Receives workers' compensation documentation and ensures completeness; initiates claims into database; assists in investigating safety and injury claims and maintains documents of all incidents.
- Participates in, and keeps record of, all interactive process and accommodation meetings; researches potential accommodations and equipment, and recommends options.
- Maintains the County CPR/First Aid program; orders materials when needed and prepares materials for training.
- Attends safety meetings, prepares safety related material, and disseminates and maintains records of safety meetings and inspections.
- Maintains database of accidents and/or vehicle collisions, as well as workers' compensation claims and relevant data.
- Assists with safety and health training; makes arrangements for periodic safety and health training classes (arranges for a classroom, scheduling employees, setting up classroom, etc.); and maintains database for safety training attendance.
- Assists with publicizing the safety and health program of the organization; orders, receives, and distributes publicity and informational material relating to the safety and occupational health program; updates safety and health bulletin boards; maintains federal and state posters.
- Enrolls new drivers and receives Department of Motor Vehicles notices for employees enrolled in the Pull Notice Program; maintains program records; enrolls safety sensitive employees in the

Department of Transportation Drug and Alcohol testing program; notifies supervisors when employee names are pulled for random testing.

- Prepares reports, correspondence, and a variety of written material relating to disability management.
- Notifies employees and supervisors of status at all phases of disability leave or medical examination clearances for employment.
- Processes payments of medical examination invoices and charges back departments for examination costs.
- Processes and calculates special event insurance premiums; issues certificates of insurance.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of safety, workers' compensation, and loss control.
- Basic knowledge of state and federal laws and regulations as related to workers' compensation, Department of Transportation drug and alcohol testing, and various disability leaves.
- General knowledge of safety practices, policies, and procedures.
- Basic mathematical calculations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Prepare, maintain, and reconcile various fiscal, accounting, statistical, and numerical records.
- Perform detailed fiscal office support work accurately.
- Communicate with employees, retirees, and supervisors regarding benefits or occupational health pre-employment medical examination processes.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school, supplemented by 24 semester units of college-level coursework in business or public administration, safety, human resources, or a closely related field; and

EITHER

Two (2) years of administrative support experience, which included interpretation and application of rules and regulations.

OR

Two (2) years of experience performing risk duties including safety, workers' compensation, disability, and occupational health related support.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and lightweight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.