



## Position Description

<b>Position:</b> Risk Management Supervisor	<b>Position Number:</b> 329001
<b>Department/Site:</b> Fiscal Services	<b>FLSA:</b> Exempt
<b>Evaluated by:</b> Vice President Finance and Administrative Services	<b>Salary Range:</b> 8

### Summary

Under the general direction of the vice president of finance and administrative services, the position of the risk management supervisor is responsible for administration and implementation of District's risk management and insurance programs. This includes the entire Employee Benefits, Worker's Compensation, and Property and Liability plans.

### Essential Duties and Responsibilities

- Guide injured workers through entire workers compensation claim process.
- Coordinate return to work and modified duties issues.
- Assist with medical claim issues and new enrollments for employee benefits. Work cooperatively with the Colleges third party administrators for all claims.
- Coordinate all aspects of third party liability claims.
- Maintain eligibility records and provide wage information on injured workers.
- Act as liaison with the College's industrial clinic.
- Maintain property and liability coverages.
- Administer unemployment and state disability claims.
- Perform related duties as assigned.

### Qualifications

#### **Knowledge, Skills and Abilities**

- Knowledge of applicable state and federal laws and regulations related to risk management and employee benefits.
- Knowledge of modern office equipment and computer applications.
- Knowledge of trends and current information in insurance industry.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Research trends in insurance industry.

#### **Physical Abilities**



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- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

### **Education and Experience**

- Possession of a bachelor's degree and five to seven years of related experience.

### **Licenses and Certificates**

- Requires a valid driver's license, notary license.

### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.