

RISK MANAGEMENT SPECIALIST

Code No.: 4-18-407

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for coordinating and overseeing the claims process of a school district as it relates to worker's compensation and insurance claims. Duties include reviewing and securing information to process claims adequately, assisting school district attorneys defend claims, and monitoring the process to ensure the processing of claims are in compliance with state, federal and district requirements. The employee reports directly to, and works under the general supervision of, an Assistant Superintendent or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates all aspects of the workers' compensation program;

Reviews all workers' compensation claims by reading all legal, medical, third party administrator, workers' compensation board and private investigator reports to assist the third part administrator and school district defense attorney in defending claims;

Serves as the point of contact for employees and the general public for the purpose of managing insurance claims on behalf of the employer;

Reconciles and tracks claim payments for the purpose of ensuring compliance with state and federal regulations;

Receives and reviews Notices of Claim and Summons for appropriate insurance coverage and reads all legal documents, medical reports, and police reports regarding claims to ensure defense attorney has all necessary and relevant school district information to defend claim;

Completes and submits required New York State workers' compensation forms to report recordable claim of injury to third party administrator for the workers' compensation board such as a C-2 and C-11 form;

Investigates and submits claim forms for affected parties and maintains status for filed claims for the purpose of providing expedient and satisfactory resolutions;

Evaluates data from a wide variety of sources;

Provides input for developing management policy and procedures regarding safety concerns and issues;

Reviews student injury reports and informs safety committee of safety concerns;

Listens to employees' testimonies for errors or omissions;

Testifies in court regarding various claims;

Reviews pertinent information of each claim for inconsistencies for the purpose of assisting the school district to obtain a favorable outcome;

Monitors annual risk management budget;

Renews insurance applications on an annual basis;

Recommends surveillance of claimants when appropriate;

Performs required clerical duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the workers' compensation law; good knowledge of the principles and practices of the workers' compensation law and third party liability claims; good knowledge of the functions and operations of the school district as related to risk management; good knowledge of the principles and techniques of a self-insurance program; working knowledge of the legal system as it relates to workers' compensation and insurance claims; ability to identify risk potential and safety hazards and provide input to appropriate staff; ability to gather and analyze information from a wide variety of sources; ability to comprehend and interpret complex written material; ability to investigate situations, analyze findings and recommend corrective actions; ability to monitor a budget; ability to accurately complete related forms; ability to maintain up-to-date and accurate records and files; ability to testify in court; ability to assign a claim to the appropriate insurance policy; ability to solve business mathematical problems; ability to communicate orally and in writing; ability to develop and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma plus, EITHER:

(A) Six (6) years of full-time or its part-time equivalent paid experience managing* or coordinating a workers' compensation and employer insurance claims program or unit; OR,

(B) Successful completion of sixty (60) college semester credit hours from a regionally accredited or New York State registered college or university** and four (4) years paid full-time or its part-time equivalent experience as stated in (A) above; OR,

(C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

*managing, for the purpose of these minimum qualifications, involves the independent direction and control of an identifiable program or organizational unit.

**Candidates who meet the minimum qualifications under (B) or (C) above must submit a student or official copy of the college transcript or itemized list of course work and credits received, at the time of application.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: July 1, 2010