RISK MANAGEMENT TECHNICIAN
JOB #DEC930
$2,783 - $3,373 per Month

This is a classified position subject to a one-year probationary period.

DATE POSTED: June 1, 2015
CLOSING DATE: June 18, 2015
POSITION LOCATION: Anaheim Campus-Risk Management Department
SCHEDULED SHIFT: 10:00 a.m. to 5:00 p.m., Monday–Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing a wide variety of comprehensive, complex and specialized administrative and technical duties in support of the District’s Risk Management operations, including providing information and assistance to employees, students, and insurance administrators; file claims, support safety and emergency preparedness training efforts; maintain risk management and training records, and research and compile a variety of reports; perform special projects and provide responsible and complex technical and administrative support. Perform a variety of professional, administrative, technical and analytical risk management duties related to the daily operations of the department with minimal direction; manage daily activities to assure efficient operations. Develop, maintain, update and distribute workers’ compensation packets and forms; provide assistance and information on the workers’ compensation program to District management, staff and outside parties; inform injured staff about a variety of specialized and technical information, requirements and procedures of the workers’ compensation program; assist injured workers, supervisors and claims administrators by investigating and resolving questions, concerns and discrepancies pertaining to work injuries. Coordinate the District’s property and liability insurance program; assist with the procurement of property and liability insurance for the District; serve as liaison with attorneys, departments and staff in receiving, processing and distributing liability claims and lawsuits filed against the District; maintain, organize and compile information for liability claims; obtain signed releases and issue payments; monitor accident reports for safety issues that need to be addressed and notify appropriate department; issue Certificate of Insurance; contact insurance administrators as needed. Provide administrative support for employee safety training, emergency preparedness and maintain records of training. Research and collect information for and process a variety of risk management and workers’ compensation-related reports, forms, logs, records, files and other documents, including accident reports, claim forms, OSHA logs and reports; ensure that financial and confidential records and files are properly maintained. Perform other administrative and technical functions to ensure efficient and effective implementation of the District’s risk management and worker’s compensation programs; compare and reconcile claims administrator records; review legal and medical reports for information on work status and treatment plans; prepare correspondence, memoranda, and reports, perform reception functions, process mail, perform data entry, complete purchase requisitions, file and maintain schedules and records. Interpret, apply, explain, and ensure compliance with Federal, State, and local laws and regulations concerning risk management programs. Receive and screen visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers; provide information to District staff, other organizations, and the public, requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances. Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: A high school diploma or equivalent, preferably supplemented by college course work in business, risk management or related field AND Minimum three (3) years of technical experience in risk management or a related field.

Knowledge of: Principles, practices, processes and laws related to workers’ compensation, school district liability, public entity property and liability insurance and general liability in the State of California; Federal, State and local laws and regulations pertaining to risk management claims adjustment, investigation and management; workers’ compensation and property and liability insurance benefits, requirements and procedures; District organization, operations, policies and objectives; correct English usage, grammar, spelling, punctuation, and vocabulary; record keeping procedures; budget preparation and maintenance; appropriate software and databases.

Ability to: Perform responsible risk management support work with accuracy, speed, and minimal direction; interpret, apply explain and assure compliance with Federal, State and local laws, regulations, policies, practices and procedures of risk management administration; review risk management documents for completeness and accuracy; respond to and effectively prioritize multiple phone calls and other requests for service; compose correspondence and reports independently or from brief instructions; establish

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and maintain a variety of filing, record keeping, and tracking systems; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; work independently with little direction; understand and follow oral and written directions; communicate efficiently both orally and in writing; supervise, train and provide work direction to others; establish and maintain effective working relationships with others.

LICENSES AND OTHER REQUIREMENTS
Position requires a valid driver’s license. Incumbent may be required to travel off site for business reasons. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0).

WORKING RELATIONSHIPS
The Risk Management Technician maintains frequent contact with various District administrators, faculty, staff, students, public agencies, and insurance companies.

WORKING CONDITIONS
Indoor office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; occasional travel to other locations to attend meetings or conduct work; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; seeing to read a variety of printed materials and information on a computer screen for extended periods of time.

APPLICATION PROCEDURE

Applications MUST submit the following items:

1. **District Classified Application:**
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

2. **Cover letter and resume addressing job qualifications and responsibilities:**
   Cover letter and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities, and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume attached will be deemed incomplete and will not be considered.

3. **Copy of official/unofficial transcripts:**
   Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

4. **Copy of valid Driver’s License:**
   Must be submitted with application. Applications submitted without a copy of a valid Driver’s License will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job DEC930, Risk Management Technician in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

**THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

**APPLICATION DEADLINE**

Completed applications must be received in the Human Resources office on or before **June 18, 2015, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. **Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.** The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. Veterans status and people with disabilities are encouraged to apply. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu