

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: September 17, 2014
Salary Schedule: 20; Row: 30

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: RISK MANAGEMENT TECHNICIAN

JOB PURPOSE STATEMENT: Under the direction of the Director of Risk Management & Environmental Safety, performs complex technical and accounting work in all areas of Risk Management including health benefits, workers' compensation and property and liability claims.

JOB FUNCTIONS:

- Reconciles benefit enrollment forms and billings to employee records (e.g., health, dental, vision, etc.) to ensure accurate coverage of employees and payment to providers and comply with contract provisions
- Maintains various benefit information to provide an up-to-date reference and audit trail for compliance
- Responsible for verifying insurance eligibility, resolving insurance problems, conveying information, processing claims, etc.
- Responsible for reconciling all FTEs to positions in the Galaxy system.
- Responds to reports of employee injuries and provides assistance.
- Establish and maintain industrial illness/accident claim files.
- Communicate with a variety of District sources, claims adjusters, medical personnel, attorneys and others to exchange information, resolve issues or concerns and coordinate activities.
- Coordinate and track salary payment and temporary disability payment to meet requirements of the law.
- Coordinate and track modified work assignments.
- Assists in organizing, processing and maintaining property and liability claims.
- Ability to perform standard bookkeeping/accounting procedures; maintain records, gather data, prepare reports, communicate with persons of various cultures and educational backgrounds.

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JOB FUNCTIONS - continued

- Participates in informational activities (e.g., employee fairs, meetings, workshops, health fairs and new employee orientation) to receive and/or provide information regarding health benefits, enrollment procedures, workers compensation, safety procedures, employee training, etc.
- Performs advanced arithmetical calculations with speed and accuracy
- Performs ten key by touch
- Operates standard office equipment including use of computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Demonstrates organizational skills
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs other job related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and audio-visual machines in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

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JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma (GED)
- Successful completion of advanced coursework in the principles of accounting, or worker's compensation desirable or equivalent experience.

Experience:

- Three (3) years of increasingly responsible clerical, accounting or recordkeeping experience
- Three (3) years of experience working with employee health benefits, and worker's compensation

Licenses, Certifications, Bonding, and /or Testing:

- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance