Job Title: Risk Management Specialist
Exemption Status/Test: Exempt
Reports to: Director of Risk Management
Date Revised: January 24, 2018
Dept. /School: Risk Management

Primary Purpose:
To develop, coordinate, and/or facilitate safety initiatives and assist with the administration of the Risk Management Department.

Qualifications:

Education/Certification:
Bachelor’s degree in related field

Experience:
Two to five (2-5) years’ successful claims adjusting experience or other relevant safety experience

Special Knowledge/Skills:
Good oral and written communication skills
Knowledge of pertinent federal, state, and local laws (OSHA and DWC)
Experience in safety training, accident investigation, and facilities inspection

Major Responsibilities and Duties:

1. Develop, coordinate and/or facilitate safety and risk management training.
2. Investigate claims and workplace accidents.
3. Provide recommendations for loss control.
4. Conduct on-site inspections.
5. Prepare reports as required.
6. Assist with administration of Risk Management Department.
7. Maintain relationships with District personnel in order to effectively promote safety initiatives and conduct on-site investigations.
8. Manage safety budget.

Supervisory Responsibilities:
None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher, radio communication equipment
**Posture:** Ability to sit for prolonged periods of time; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Continual sitting and reaching; repetitive hand and arm motions

**Lifting:** Occasional light lifting and carrying (up to 30 pounds)

**Environment:** Frequent prolonged and irregular hours, rotating early and late shift work; work outside and inside

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.