

**VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
CLASSIFICATION SPECIFICATIONS
SAFETY AND RISK MANAGEMENT TECHNICIAN**

DEFINITION

Under direction, to assist the Director of Safety and Risk Management in the administration of Vallejo Sanitation and Flood Control District's safety, workers' compensation and liability claims processing and management and safety training programs; performs technical and complex clerical level work in the implementation of the District's safety, workers' compensation and training goals and objectives; provides technical assistance to District's employees, supervisors and management staff in safety, workers' compensation and training related matters; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class assists the Director of Safety and Risk Management in activities related to the areas of safety, workers' compensation claims management and safety training. This includes the day-to-day contact with third party providers, attorneys, treatment providers and other parties involved in workers' compensation claims handling. This class is distinguished from Director of Safety and Risk Management in that the latter has overall management responsibility and approval for all matters relating to safety, risk management, all claim management and safety training.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Safety and Risk Management.

TYPICAL EXAMPLES OF WORK PERFORMED

Duties may include but are not limited to the following:

Coordinates and processes workers' compensation and liability claims; administers the employee return to work program; maintains claim records and medical files; prepares statistical reports for Safety Committee, establishes and monitors all insurance claims files.

Tracks and reviews workers' compensation and liability claims to ensure timely reporting and to ensure employee and management compliance with District and State policies and procedures.

Assists in the development, coordination, and implementation of workers' compensation procedures, policies, forms and methods of proper recordkeeping.

Provide support for employee health and safety programs to ensure compliance with federal and state laws and regulations; provide staff support to Health and Safety Committee; assist with

TYPICAL EXAMPLES OF WORK PERFORMED (Continued)

injury and illness Prevention Program including training activities and related documentation; assist with accident investigations; maintains Cal/OSHA injury and illness reports; coordinates the DMV Pull Notice Program.

Serves as a liaison for the Third Party Administrator (TPA) to answer questions and provide information to injured workers and supervisors on claim processes, procedures, and status of claims.

Provides support for administration of various District insurance programs such as property insurance, general and automobile liability, boiler and machinery, mobile equipment; and pollution; Administer the certificates of insurance database for district contracts and activities; may assist in training departments in insurance requirements; maintain loss runs and run periodic reports; assist with annual risk management report preparation and presentation to the Board.

Administers and maintains the Material Safety Data Sheet Software program to comply with Cal/OSHA regulations. Administers the training database for all employees within the district.

Reviews incoming construction contracts to ensure that they meet proper safety and insurance requirements. Maintains a data base to monitor insurance policies to detect expiration and renewal dates. Provides training for supervisors and managers regarding District insurance procedures and requirements.

Assists Director of Risk Management with updates for the VSFC D Safety Manual and the Contractor Risk Control Manual

Coordinates and participates in a variety of special event activities such as: brown bag training sessions, safety day events and annual awards dinner.

Assists with the budget preparation and for safety, risk management and workers' compensation.

Prepares and provides statistical data regarding workers' compensation claims and safety to requesting agencies like Cal/OSHA. Prepares periodic correspondence and other written materials as required.

Schedules testing appointments and monitors employee records to ensure that State Department of Transportation Drug and Alcohol Testing Program for the District requirements are met.

Serves as liaison to the Safety Committee regarding workers' compensation and safety related training.

Acts as the VSFC D representative to Public Agencies Safety Management Association (PASMA)

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

CCR Title 8, GISO and CSO; Health and Safety Code and OSHA Regulations

Legal statutes, civil procedures and administrative regulations relating to workers' compensation, civil liability, Americans with Disability Act, administrative regulations; provisions of the California safety code.

Principles and practices of worker's compensation and loss control programs. General principles of public liability.

Medical and legal terminology related to workers' compensation matters.

Methods of evaluating workers' compensation claims.

Cal/OSHA requirements. General principles and techniques of accident prevention and individual safety.

Workers' compensation investigation techniques.

Research methodology, report writing, and basic statistics and their application.

Modern office methods, procedures and practices. Micro computer and application skills sufficient to manage workers' compensation claim data base systems.

Written and oral communication, including language mechanics, syntax and English composition.

Ability to:

Understand, interpret and apply workers' compensation and safety and health laws, regulations, ordinances, and rules.

Plan and organize research and statistical work relating to various aspects of risk management and safety.

Survey and investigate the cause of accidents, evaluate the results and recommend preventative measures.

Analyze situations and adopt effective course of action using oral and written direction.

Perform data collection, interpretation and evaluation pertaining to safety and training.

Ability to: (Continued)

Use the principles of inductive and deductive reasoning to validate conclusions and recommendations.

Interpret and applying laws, regulations, policies and procedures.

Prepare clear, concise and complete reports and other written materials.

Maintain accurate records and files.

Coordinate multiple projects and meeting critical deadlines.

Exercise sound independent judgment within established guidelines.

MINIMUM QUALIFICATIONS

Experience:

Two years of progressively responsible paid experience working as a workers' compensation claims specialist, or adjustor in the state of California in self-insurance. Additional journey-level workers' compensation experience may substitute for the educational requirement on a year-to-year basis.

Education:

Equivalent to graduation from high school supplemented by training in safety and workers compensation. A certificate as a Safety Specialist or its' equivalent is desirable.

Licenses and Certificates

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

Physical Demands

Mobility to work in a standard office setting and use standard office equipment including a computer; read printed materials and a computer screen; converse in person and over the phone. Some aspects of the job may occasionally require the incumbent to walk, stand, climb, bend, stoop, kneel, crawl, fine manipulation, grasp, push, pull, reach and turn.

NOTE: All parts of this job description, except the license requirements, are subject to possible modification to reasonably accommodate individuals with a disability.