JOB DESCRIPTION

Coachella Valley Water District

TITLE: Risk Management Aide

SECTION: Risk Management

DEPARTMENT: Administration

REPORTING RELATIONSHIP:

Reports to: Risk Manager

Supervises the following positions: Not applicable

DEFINITION: Under general supervision, assists the Risk Manager to perform routine and specialized tasks related to risk management and workers' compensation. Assists employees in filling out workers compensation forms. Processes monthly bills and reports in a timely manner. Performs related duties as required by the Risk Manager.

ESSENTIAL FUNCTIONS:

1. Assists in the administration of the Districts self insured workers compensation program. This includes in providing and collecting compensation packets for injured workers. Collect, prepare and distribute pertinent notices to the third party administrator, human resources, safety and finance departments.

2. Performs general office duties, which include filing and operating a computer work station and answering phones.

3. Assists in preparation of board presentations, employee/supervisor presentations and general manager reports.

4. Assist risk manager in analyzing and evaluation district's exposure to risk.

5. Prepares insurance renewal proposals for property, casualty, underground storage tanks, director and officers liability, employment practice liability, non-owned aircraft, travel accident, crime coverage, notary blanket bond and workers' compensation.

6. Maintains good communication with injured or disabled employees. Follows up on workers compensation Doctors appointments, authorized doctor treatments, releases and modified duty.

7. Maintain the policy administration and insurance certificate program for all district operations.
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MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Two years general insurance and/or workers compensation experience required.

Knowledge of: -Administration of general insurance policies and practices. -Administration of workers compensation requirements. -District policy and procedures. -Accounting principles and practices. -District safety practices and procedures.

Abilities: -Actively assists in the day to day activities of the Risk Management Department. -Prioritize and meet deadlines. -Communicate effectively both verbally and in writing. -Exercises sound, independent judgement using general policy guidelines. -Establish and maintain cooperative working relationship. -Use professional customer service skills. -Operate a computer workstation and answer phones. -Maintain accurate records and files. -Prepare clear and concise reports and/or special projects.

Education: College level courses related to Insurance Administration and Workers Compensation are preferred.

PHYSICAL REQUIREMENTS:

1. Drive District vehicle to District and medical facilities. Driving: Low.

2. Sits for prolonged periods of time.

3. Operate computer workstation and answer phones.

See Human Resources for physical assessment form.

I acknowledge that this job description is an accurate representation of this position as of this date.

Approval Department Head_____________________________ Date __________

Approval General Manager_____________________________ Date __________
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