JOB DESCRIPTION

Coachella Valley Water District

TITLE: Risk Management Assistant
SRN: A- 24

DEPARTMENT: Human Resources
SECTION: Risk Management

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, insurance compliance, workers' compensation, and property and casualty insurance programs. Performs related duties as required by the Risk Manager.

ESSENTIAL FUNCTIONS:

1. Assist in performing routine and specialized tasks related to contract compliance and insurance requirements. Maintains records and databases for the District’s insurance compliance program for vendors. Prepares non-compliance reports for distribution to departments. Initiates telephone calls on District permanent encroachment permits to request compliance with insurance requirements within contracts. Have the ability to research databases and search engines.

2. Assists in the administration of the Districts self insured workers compensation program. This includes providing, collecting, and processing claim forms and documents for injured workers. Assists employees and management in completing workers compensation forms. Collect, prepare and distribute pertinent notices to the third party administrator, human resources, safety and finance departments. Processes monthly bills and reports in a timely manner.

3. Maintains good communication with injured or disabled employees. Follows up on workers compensation Doctors’ appointments, medical authorizations, releases and modified duty.

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

5. Prepares insurance renewal underwriting information, documentation, and applications for the District’s property and casualty insurance program. Assist in maintaining property schedules.

6. Assist risk manager in analyzing and evaluating district's exposure to risk.

7. Performs general office duties, which include special projects, filing, operating a computer work station, answering phones, or any other tasks that fall under the Risk Management sections umbrella.
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 accurately input data.
- 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. A certificate in workers compensation may substitute for the experience requirement.

PHYSICAL REQUIREMENTS:

1. Drive District vehicle (Minimal).

2. Sits for prolonged periods of time.

3. Operate computer work station 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 __________