



REQUISITION NUMBER: 51243-1

**JOB ANNOUNCEMENT
RISK MANAGEMENT SPECIALIST
Human Resource Department**

CLOSING DATE: May 4, 2023

MINIMUM QUALIFICATIONS

(Only those persons who meet the minimum qualifications as posted should apply)

- (60) college semester hours required. Bachelor's Degree from an accredited college or university (preferred)
- Texas Workers' Compensation Adjuster License issued by the Texas Department of Insurance (Or obtain within 90 days)
- Three (3) years work experience in a highly specialized technical and customer service capacity in Risk Management or Human Resources for a large organization – concentrated work experience in Worker's Compensation and/or Unemployment claims desired.
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by candidate

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Working knowledge of Texas Workers' Compensation laws and rules
- General knowledge of Generally Accepted Claims Handling Practices for indemnity and medical only claims
- Working knowledge of Texas Unemployment Claims and rules
- Skill in computer applications (MS Office) with expertise in Excel to merge and graph data and the development, maintenance of comprehensive databases and Web based forms and reports.
- Skill in exhibiting a high degree of customer service professionalism
- Skill in analyzing and trouble shooting employees Workers' Compensation issues
- Skill in presenting and providing support toward Risk Management presentations
- Ability to communicate effectively and provide a high level of customer service to co-workers, staff and district personnel
- Ability to represent the District and provide specific information as it relates to unemployment claims
- Ability to work independently and perform complex tasks simultaneously
- Ability to present oral and written information in a comprehensive organized manner
- Ability to speak English and Spanish (preferred)

ESSENTIAL FUNCTIONS

1. Monitor and interact with third party claims administrator staff to ensure contractual compliance and adherence to accepted WC industry practices.
2. Prepare and file all reports required by the District and Texas Department of Insurance.
3. Serve as primary contact, liaison and coordinator for Transitional Duty assignments.
4. Provide guidance and support to the Risk Management Technician as it relates to Workers' Compensation Claims
5. Research, format, and create Risk Management statistical reports.
6. Coordinate follow up investigations and payroll coordination of benefits issues.
7. Serve as point person for receipt and dispatch of First Reports of Injury.
8. Ensure timely submittal of information pertaining to KRONOS as it relates to employees on Transitional Duty.
9. Provide support and/or performance of Risk Management training presentations.
10. Provide high level technical and customer service support in counseling, advising, and assist employees regarding risk management issues.
11. Review, research and respond to unemployment claims received by the District.
12. Review and process notary applications
13. Perform other duties as assigned.

WORKING CONDITIONS

Maintain emotional control under stress. Daily attendance and punctuality at work are essential functions of the job.

TERMS OF EMPLOYMENT

REPORTS TO: Director Risk Management

SALARY: \$46,276 - \$ 55,420

PAY GRADE: BN02

TYPE OF ASSIGNMENT: Full-Time, Exempt

MINIMUM WORK DAYS: 226

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.

**FOR HR USE ONLY
PN: 21861**