

Job Title: Risk Management & Training Coordinator
Department: Human Resources
Reports To: Executive Director, Human Resources
FLSA Status: Exempt
Salary Schedule: AA lane 02



SUMMARY

The Risk Management & Training Coordinator performs human resources management support, specialized technical support, and administrative duties to WCSD in the areas of risk control, loss analysis, claims and litigation, staff training and consultations, occupational safety and environmental health, regulatory compliance and budgeting. The Coordinator also ensures compliance with applicable laws, codes, rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Investigates employee related accidents and injuries, interviews involved parties and school personnel to discover essential facts; visits sites and takes photos and measurements; assists with the review and follow-up of staff injury and loss reports with a focus on prevention; assists in finding placement for Return-To-Work employees.

Maintains effective communication with claims adjustors, defense attorneys, and insurance company representatives regarding claims and litigation.

Monitors expenses and contracts for Workers' Compensation claims and tracks related budgetary materials.

Performs evaluations of employee assignments for temporary workers compensation modified duty requests. Visits District sites, observes employees, takes photographs and measurements if needed, and follows-up with supervisors and employees regarding temporary modified duty request.

Assures site Injury, Illness Prevention Program, and Hazard Workplace Plans are current and properly utilized.

Prepares and delivers staff training regarding safety procedures, office/work safety, and general loss control and prevention subjects.

Prepares a wide variety of reports and summaries related to assigned activities; maintains confidentiality of sensitive and privileged information.

Attends a variety of meetings, conferences, and workshops to maintain current knowledge of applicable laws, codes, rules and regulations; monitors new legislation affecting assigned activities; prepares and delivers oral presentations as requested.

Coordinates and oversees the WCSD Emergency Planning and Response (EPPR) Committee.

Establishes template for school emergency response plans. Reviews and corrects the school emergency response plans for each location.

Acts as liaison between community, law enforcement, and the school district regarding emergency response procedures and protocols.

Coordinates EPPR meetings. Creates and follows up on action items discussed in the meetings.

Oversees and maintains WCSD SafeSchools training software. Determines training to be completed by employee groups annually. Tracks employee compliance with district training requirements.

Develops, maintains, and ensures position authorization, formulas, hiring and staffing processes for coaching personnel. Conducts training for Activities Directors and Head Coaches.

Maintains databases, spreadsheets, information systems, and data warehouses files at both the District and State level to support program and system requirements.

Maintains coaching personnel files and tracks background check and UHSAA certification compliance accordingly. Coordinates First Aid and CPR certification classes for coaching personnel.

Corresponds monthly with School Administrators and Secondary Activities Directors regarding updates to coaching staffing.

Coordinates with the Payroll Department for approved payments of coaching monthly stipends and vouchers.

Organizes and conducts New Hire Orientations.

Coordinates and conducts administrative training and annual training at schools.

With the assistance of the assigned HR Technician, monitors E-Verify and Background Check processes to ensure compliance with district policy, state and federal law, and specific FBI regulations for BCI.

SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibility over the First Aid/CPR Instructor, the HR Technician (Coaching, BCI, & E-Verify), and any other department personnel assigned by the Executive Director of Human Resources.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Ability to effectively present information to District Administration, the Board of Education, public groups, and/or employees.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university to include specialized experience in risk management; or a significant amount of specific experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, and sit; use fingers and hands to handle; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may occasionally be exposed to wet or humid conditions (non-weather), fumes or airborne particles, outdoor weather conditions, and vibration. The employee may occasionally work near moving mechanical parts and work in high, precarious places. The noise level in the work environment is usually moderate.

This position does require travel to various WCSSD locations and to Utah state risk management meetings.

Prepared By: HR Position Management Specialist		Date: 10/2/2013	
Approved By: Executive Director, Human Resources		Date: 10/2/2013	
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 01/21/2016
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 07/01/2017
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 05/09/2018
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 05/07/2019

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	