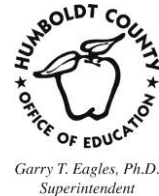


Humboldt County Office of Education
**OCCUPATIONAL SAFETY & LOSS
CONTROL SPECIALIST - JPA**



Classified Management

Job Summary

Under the general direction of the Executive Director and the Board of the North Coast Schools' Insurance Group (NCSIG) serves as a key technical and informational contact between the JPA and school district personnel, local community and service providers in the realm of occupational and school safety, loss control and general risk management; ensures Occupational Safety and Health Administration (OSHA) compliance for member school districts; performs other related duties.

Examples of Duties

Develops and maintains risk identification programs related to school properties and operations to reduce potential losses from Workers' Compensation and General Liability insurance issues; works with the Executive Director and NCSIG Board to develop, implement and maintain safety and risk management programs; performs employee and student accident investigations; conducts school facility safety audits along with risk identification and evaluation activities; investigates employee concerns regarding unsafe conditions or acts; coordinates with the Northern California ReLiEF and PIPS program administrator to limit or eliminate areas of liability concern; reviews and issues certificates of insurance requests; facilitates the distribution and payment of the Safety Credit program; ensures compliance with school trainings such as the AB1432 Mandated Reporter training; with the Executive Director, analyzes property damage, school vehicle accidents, personal injury and other related insurance claims; maintains district compliance with Department of Transportation (DOT) regulations; keeps current with legal compliance and trends associated with occupational safety and risk management for schools; participates in local and regional safety and loss control groups; organizes and provides safety workshops for school staff; answers phones and performs other routine office work as necessary; recommends new procedures and improvements in existing procedures as may be indicated; assists the Executive Director in the supervision of JPA office staff; prepares and manages assigned budget; actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities; serves as a member of the HCOE Leadership Council; and performs other assigned duties as necessary. This position requires 24/365 contact for emergency response.

Employment Standards

Education and Experience

Graduation from high school and completion of not less than an AA/AS degree in Business, Accounting or other related field; a minimum of three years experience, preferably in safety/loss insurance-related work; or a comparable combination of education and related experience. Intermediate or better skill in Microsoft Excel, Word and other related Microsoft desktop applications. Proficiency in Spanish is desired, but not required.

Knowledge of:

- Laws, rules, regulations pertaining to all job area functions.
- PC computer operations and various standard, custom and web-based program applications.
- Public board functions and operational guidelines.

Ability to:

- Communicate effectively both orally and in writing.
- Establish and maintain positive, collaborative and cooperative working relationships with both internal and external customers, including communicating consistently with tact and courtesy.
- Prioritize work to maximize efficiency and productivity.
- Meet changing deadlines and timelines for work completion.
- Ability to effectively convey technical information to non-technical clients, in both large group and personal settings.
- Manage complex data systems and spreadsheets with a high degree of accuracy, including written, numeric and calculated data.
- Read, understand and appropriately apply laws, rules and regulations governing all aspects of insurance operations.
- Adjust to changing work conditions and timelines in a fast-pace, emotionally-charged environment
- Work independently and effectively with limited supervision, using appropriate critical thinking and problem solving skills.
- Accurately analyze and interpret data, transforming it into useful information.
- Ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention.

Physical Requirements *(Consideration will be given to reasonable accommodation for the following physical requirements.)*

- Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.
- Ability to sit fixed at a computer for long periods of time.
- Dexterity of hands, fingers and wrists to operate a computer keyboard and other standard office equipment.
- Ability to read, speak, think and hear in an environment of constant noise and interruption.
- Ability to bend or twist the neck, waist, or knees, while performing activities such as kneeling or crouching while performing field inspections.
- Ability to travel for long periods of time in a vehicle or airplane.

Additional Requirements

Individuals who serve in management positions provide services in the office as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing, the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Salary

Classified Management ~ Range: 1