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POSTING DATE:	10/12/2017
CLOSING DATE:	10/25/2017 4 00 pm
JOB NUMBER:	L20778
FACILITY:	ASC-Fiscal Services
POSITION:	Risk and Opportunity Specialist
GROUP / GRADE:	Staff Support Grade 6
SALARY:	\$21.00 minimum per hour
JOB DESCRIPTION:	Responsible for providing risk assessment and loss control services throughout the district. Conducts incident investigations, enhance Return-To-Work Program, safety inspections, employee safety training and supporting claims management. Other duties may include coordinating e-learning opportunities, such as online education, developing job safety analyses, ergonomic assessments, participating in and/or coordinating meetings, workshops and safety videos.
JOB QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Associates degree in safety, risk management or related experience. 2. Technical knowledge of statutory regulations, safety standards, as well as Colorado Workers Compensation and public entity liability familiarity. 3. Excellent communication skills, both written and verbal. 4. Ability to work independently and multi-task. 5. Proficient in Microsoft Office Suite and ability to work with large amounts of data on multiple spreadsheets, program/process development and implementation of new or changing regulations. 6. Must possess a Valid Colorado drivers' license and meet insurability requirements. 7. Ability to positively influence others and lead teams through change. 8. Demonstrated attention to detail, strong problem-solving and analytical skills. 9. Ability to adapt, manage multiple priorities, and learn in a changing work environment. 10. Preferred possession of or working towards professional safety/risk-related certifications.
DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Coordinate Return to Work Program for light duty and transitional duties for injured and recovering employees. 2. Develop and conduct training and presentations for individuals and groups in support of risk and safety awareness. 3. Performs research on risk issues and exposures, analyze claims history, provides report of recommendations to reduce exposure, prevent loss and identify risk mitigation strategies. 4. Conduct investigation of incidents relating to liability and workers compensation. 5. Create strategies that build awareness and create enthusiasm around safety and workplace injury prevention. 6. Become familiar with standard concepts, practices, and procedures in occupational safety & health. 7. Provide support in Risk Management to include input of claims, coordinate with medical providers, third party administrator, insurance pools, and field activity related questions from schools. 8. Work with managers and supervisors to identify root causes of incidents and injuries with development of methods to eliminate causes. 9. Conduct theater inspections with report and recommendations to ensure student safety. 10. Attend risk management and claims meeting both internally and externally. 11. Provide the resources, education and tools to empower employees to take responsibility for safety in their departments. 12. Drive throughout the district, as needed, supporting all departments and schools. 13. Successfully complete training and professional development as required. 14. Respond to special project requests, surveys, assessments, claims investigations and/or research. 15. Performs other related duties as assigned or requested.
REQUIRED EXPERIENCE:	2-3 years of Safety/Risk management experience or related degree.
WORKING CONDITIONS:	<ul style="list-style-type: none"> -Occasional bending, reaching, climbing -Light physical effort (lifting under 20 pounds, reaching, carrying, push/pull) -Eye/hand coordination -Concentrated reading, writing, mathematics -Hearing -Normal office environments, school environments -Work outdoors in Colorado weather and drive throughout the district in normal traffic and weather conditions
WORK HOURS:	FROM - 8 TO - 5