

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE:       CLAIMS, INSURANCE, AND FACILITIES USE TECHNICIAN Range 33**

#### **BASIC FUNCTION:**

Under the general direction of the Director Risk Management, receives and processes all property and liability claims against the district; coordinates vandalism restitution efforts, and coordinates the district Facilities Use Program in accordance with the Civic Center Act.

#### **REPRESENTATIVE DUTIES:**

Advises individuals on the procedures and timelines for filing claims, receives and reviews claims for timeliness and completeness, opening and maintaining control files on claims, and gathering investigative materials related to claims (accident reports, student records, etc.)

Coordinates communications with district Third Party Administrators and attorneys on the disposition of claims and lawsuits; assists the Director Risk Management in preparing Board of Education agenda items to reject claims; receives and processes lawsuits arising from claims; and consults with the Director Risk Management on proposed settlement activities.

Monitors all lawsuit activities including scheduling and notification of depositions, trial scheduling conferences, settlement conferences, arbitrations, and trials. Informs the Director Risk Management of all scheduled court appearances.

Provides periodic reports on the status of all claims, legal expenses, indemnities, etc. and special reports as requested.

Assists the Director Risk Management with budgeting and expenditure of district funds for attorney fees, claims administration, legal services, settlement fees, and subrogations.

Coordinates with insurance brokers, insurance companies, and the Division Head on the amount and type of insurance to obtain. Gathers relevant facilities, property, construction, vehicle, driver, deductible and self-insured retention information for the Director Risk Management, in order to structure appropriate first tier and stop loss insurance coverage.

In coordination with the district Third Party Administrator, process all subrogations to second party insurance agencies.

Pursues all vandalism and damage to district property cases through direct contact with the responsible individuals, the juvenile court and juvenile probation department, the subrogation of insurance policies, or through small claims court.

Processes all claims from schools for lost or stolen district property.

Coordinates the issuance of district certificates of insurance and requests to be named as additional insured for district activities.

Budgets and expends funds for replacement of lost or stolen equipment.

Processes all requests for type of facilities use, appropriate use, custodial hours, security, and insurance requirements.

Coordinate with school sites for facilities use, invoices users accordingly and collects fees and insurance certificates where appropriate. Refers all extraordinary requests to the Division Head and/or Director Risk Management for resolution.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Appropriate state laws and regulations regarding claims against public entities including relevant sections of Government Code, the California Code of Civil Procedures, and Government Tort Liability.

### **ABILITY TO:**

Accurately prepare various reports of expenses, liabilities, and indemnities, using a variety of computer software including Word and Excel.

Understand basic accounting practices for invoicing, collecting, and paying of various bills, expenses, settlements, etc.

Represent the district with various outside groups.

Effectively explain the policies, procedures, rules and regulations that govern facilities use, property and liability claims, vandalism restitution, subrogation of insurance policies, etc.

Develop and maintain effective working relationships with internal and external constituents.

Utilize excellent computer skills to create and maintain various spreadsheet and database programs to track and report on various aspects of the job responsibilities.

## **EDUCATION AND EXPERIENCE:**

Graduation from High School or equivalent. Two years of college level coursework including accounting and computer use.

At least three years experience in a position of increasing responsibility, involving contact with the public or insurance claims handling.

Training or experience in property and liability claims highly desirable. Experience in the public sector highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license with good driving record.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor office and various outdoor environments.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and provide work direction.

Seeing to read and prepare various materials.

Dexterity of hands and fingers to operate a personal computer, calculator, adding machine or related equipment.

Drive a vehicle to attend meetings, conferences, and other job-related events.