



EAST BATON ROUGE PARISH SCHOOL SYSTEM

Job Title: Risk Management Specialist

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: SU105

Summary: Identifies and assists with management of risk exposures and losses that confront the East Baton Rouge Parish School Board. Exercise judgment based upon knowledge gained through experience. Knowledge of policies and acceptable practices is gained through study, observations, and sharing of responsibilities among members of the risk management staff. Handles routine filing, incoming and outgoing calls, distribution of mail, and processes payments for various types of risk management claims.

Essential Duties and Responsibilities:

- Supporting the training of supervisors, principals, managers and their secretaries in the prevention, documentation, investigation, remediation and management of injuries in their facilities
- Assisting supervisors, principals, managers and their secretaries with preparation of post-accident documentation
- Contacting post-accident medical providers and reviewing procedures prior to arrival of injured employee
- Accommodating and placing returning employees on full or restricted duty and those employees returning to work under ADA accommodation.
- Evaluating and reviewing cases with the post-accident medical providers
- Preparing accident frequency and severity reports
- Assuring completion of employee compiled, post-incident documentation
- Providing documentation to insurance agents and attorneys
- Receiving and screening calls and callers related to matters of Risk Management.
- Typing materials from rough draft and other sources into final form.
- Planning, organizing, and developing standard operating procedures as needed.
- Verifying reports for completeness, propriety, and accuracy of computations.
- Processing all purchase orders for the risk management department.



- Reviewing employee personal property damage claims and student incident reports for accuracy and proper authorization for payment.
- Processing employee personal property damage claims and student incidents for payment.
- Organizing ongoing student incidents and mail through routine processing and filing of daily work.
- Processing and maintaining special reports as assigned with minimum supervision.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:**Education and Experience:**

Graduation from high school plus three years experience in risk management concentrating on workers' compensation, general/auto liability and related insurances. Three years experience in accounting or three years as an executive secretary.

Work Environment Conditions:

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.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.



Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.