

## **RISK MANAGEMENT TECHNICIAN CITY ATTORNEY'S OFFICE**

**Are you interested in being part of a dynamic City where you can truly make an impact? Can you rise to the challenge of working in a diverse, complex, fast-moving City? Then consider joining our team!**



**First Review of Applications: September 10, 2019**

**Interested candidates are encouraged to apply immediately.**

## ABOUT FREMONT

Centrally located and serving as the eastern anchor of the Bay Area and Silicon Valley, the City of Fremont (pop. 235,439) prides itself on being a vibrant and strategically urban community. Fremont has developed into a technological and advanced manufacturing power base that captures metropolitan living at its best. It is also one of the most ethnically and culturally diverse cities in the Bay Area.



Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

## THE POSITION

This is a single position paraprofessional classification, characterized by the responsibility of providing support to the Risk Manager in receiving, evaluating, and processing workers' compensation, liability and property damage claims filed against or sustained by the City. The incumbent works independently and within established guidelines to conduct investigations, prepare recommendations, and process claims referred to the Risk Management office. Reports to and is directly supervised by the Risk Manager.

## EXAMPLES OF DUTIES

- Assists in the administration of the workers' compensation program for the City.
- Provides technical and administrative support to the Risk Manager.
- Receives and prepares an initial evaluation of liability claims.
- Researches reported incidents by city staff and the public.
- Prepares necessary documentation in compliance with state and federal laws and regulations.
- Assists in the management and coordination of third-party administrators and legal counsel.
- Receives and reviews reports of occupational illness and injury for completeness and accuracy.
- Processes claims and maintains appropriate documentation.
- Calculates statistical information for and prepares annual OSHA and other reports as required.
- Receives and responds to complaints/requests from the public.
- Verifies insurance requirements for contracts, permits and vendors.
- Tracks on-the-job injuries and modified duty hours and reconciles biweekly time-roll for injured workers.
- Assists citizens and City staff by responding to inquiries using independent judgment, discretion, and tact.
- Other duties as assigned

## CHARACTERISTICS OF THE IDEAL CANDIDATE

### Knowledge of:

- Laws, rules, regulations and codes relating to workers' compensation
- Public agency liability requirements
- Research methods and techniques
- Basic mathematical calculations and statistics and statistical methods

### Ability to:

- Use independent judgment in the exercise of daily responsibilities
- Maintain detailed and accurate records
- Perform independent research in carrying out administrative and technical duties
- Collect, compile, analyze and present a variety of data in a meaningful way
- Develop and implement various data collection, reporting and filing systems
- Understand, interpret and apply complex rules, regulations, and codes
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Work with various cultural and ethnic groups in a tactful and effective manner
- Maintain confidentiality

### Education/Experience

Any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: Education equivalent to an Associate's degree from an accredited college, and three years of progressively responsible experience in the receipt and processing of claims in one or more of the following areas: workers' compensation, liability, and property claims. Demonstrated experience may be substituted for college course work.

Possession of, or ability to obtain by time of appointment, a valid California driver's license is required.

### COMPENSATION & BENEFITS

The annual salary for this position is \$70,672 —\$85,903 depending on qualifications.

CalPERS Retirement Benefit\*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$2,181.95 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits](#)

This is a City of Fremont Employee Association (CFEA) represented position with a probationary period of twelve (12) months.

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)



## HOW TO JOIN OUR TEAM

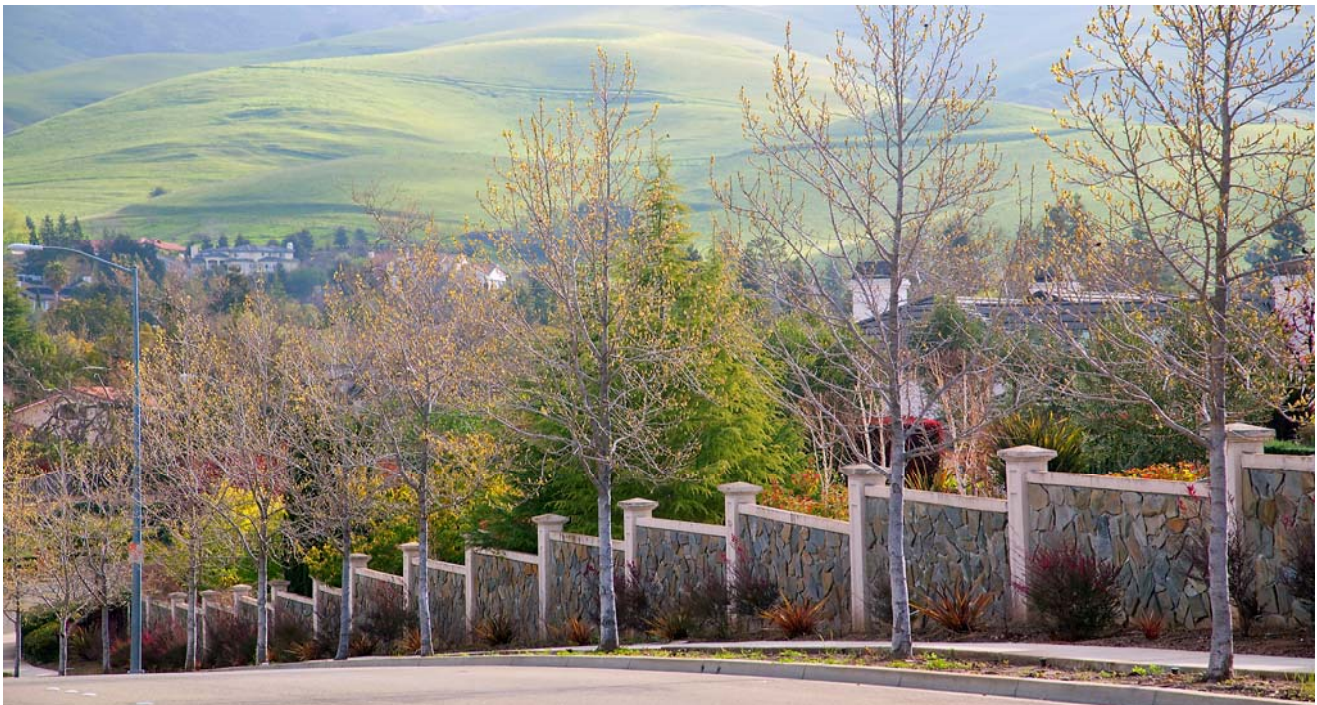
To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include individual and/or panel interviews, written exercise, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

### REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.



**HUMAN RESOURCES DEPARTMENT**  
City of Fremont  
3300 Capitol Avenue, Building B  
Fremont, CA 94538  
Phone: (510) 494-4660

### Tentative Recruitment Schedule

First Review of Applications: September 10, 2019

Oral Board Interview: Week of September 23, 2019

Department Interview: Week of September 30, 2019