



AN EQUAL OPPORTUNITY EMPLOYER

Harford County Public Schools

Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone 410-588-5238

PERSONNEL VACANCY

PLEASE POST

RISK MANAGEMENT ASSISTANT

LOCATION:

Central Office – Business Services/Risk Management

**POSITION
SUMMARY:**

To be responsible for the coordination of the Early Return-to-Work Program and the development, maintenance, and continual enhancement of communication practices with the school system in support of Risk Management initiatives. To support the Risk Manager in a variety of duties requiring minimal supervision, independent judgment, discretion, and excellent communication skills.

**ESSENTIAL
FUNCTIONS
INCLUDE:**

These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- ▶ Reports Workers' Compensation claims to external claims office, creates and maintains files, and communicates with claims adjusters to provide all necessary documentation required to pay or defend claims.
- ▶ Coordinates all *SafeSchools* online training administrative tasks, updates the employee database, enters assignments, and provides reports to administrators in an effort to ensure/maintain compliance, and provide program support throughout the school system.
- ▶ Provides technical assistance to school administrators, in the absence of the Risk Manager, in accordance with the Early Return-to-Work Program (transitional duty) and Maryland Workers' Compensation Law.
- ▶ Maintains familiarity with state and federal Occupational Safety and Health Administration regulations with regard to Form 300 logs; creates and maintains the OSHA Form 300 logs and distributes them annually to all school system locations as required by law.
- ▶ Assists in the development and maintenance of effective communication practices through the use of SharePoint, electronic mail, the Superintendent's Bulletin, or other designated methods as applicable.
- ▶ Drafts forms, composes letters and emails, and compiles factual reports which require judgment and originality.
- ▶ Communicates effectively with colleagues, school-based staff, parents, and external agencies such as the MABE Claims and Administrative Offices.
- ▶ Performs other work-related duties as assigned.

SALARY:

Grade 10 of the Salary Schedule for 12-Month Clerical (\$40,544)

Internal candidates – contact the Recruitment and Staffing Department for salary range

REQUIREMENTS:

- ▶ High school diploma or GED, associate of arts degree preferred.
- ▶ Possess prior experience with Maryland Workers' Compensation Law, The Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), or employee benefits.
- ▶ Minimum of five years of successful clerical experience, two of which must have included the performance of similar duties requiring discretion and independent judgment.
- ▶ Demonstrated proficiency in Microsoft Office software programs.
- ▶ Excellent written and verbal communication skills.
- ▶ Able to maintain the confidentiality of information.
- ▶ Excellent interpersonal skills; customer service oriented.
- ▶ Excellent planning, organizational and time-management skills.

DEADLINE:

Applications must be returned to the Human Resources Office no later than Friday, August 6, 2010. A resume will not be accepted in lieu of an application.

APPLICATIONS:

Applications are available on-line at www.hcps.org or may be obtained at any Harford County Public Schools location or the Human Resources Office.

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications, 410-588-5203.

July 26, 2010