

**Franklin County Board of Commissioners
Classification Specification & Job Description**

CLASSIFICATION TITLE: Risk Management Assistant	CLASS NUMBER: 60130.1	FLSA: Non-Exempt
AGENCY/DIVISION: Department of Human Resources/ Risk Management	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N14	POSITION CONTROL #: 060501
POSITION LOCATION: 373 S. High St., 25 th FL., Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Risk Manager (060500)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:

The primary purpose of the Risk Management Assistant classification is to perform duties related to: processing injured workers claims; identifying light duty opportunities for injured workers; insurance coverage obtained by the county; safety training; and, promoting employee safety.

JOB DUTIES:

Interpret and explain county worker’s compensation policies and procedures to internal and external customers. Conduct claims report/intake and review. Submit claim reports for investigation and to the third party administrator (TPA). Attend and participate in meetings related to workers’ compensation. Prepare monthly newsletter and other correspondence. Stay current on legislation regarding Ohio’s Worker’s Compensation.

Enter information into appropriate systems to track reported injuries. Monitor employees’ case history, noting prior workers compensation claims filed. Compose, edit, and prepare correspondence and documents; conduct follow-up with medical providers and employees as needed. Prepare and compile confidential information. Provide information to the Bureau of Workers Compensation (BWC), Industrial Commission, and the TPA, as required. Maintain detailed filing system. Prepare and review specialized reports. Identify light duty opportunities for injured workers. Responsible for receiving reports and calculating risk management and worker’s compensation allocation costs for county agencies and organizations. Verify budget information and process payable and receivable invoices. Prepare and maintain a variety of confidential records and reports. Respond to agencies questions and correspondence.

Assist in tracking activity and obtaining necessary insurance coverage including property, crime, liability, flood, cyber, etc. Manage the litigation process through the retention of defense counsel and make recommendations as it relates to administrative hearing process and appeals. Work as a backup in processing Family and Medical Leave Act (FMLA) and Paid Family Leave (PFL) paperwork. Review sections of federal laws and rules regarding FMLA eligibility and notify employees when a decision has been made. Draft correspondence and forms related to FMLA approval/denial of benefits.

Assist in reviewing safety inspections and safety hazards. Assist preparing for safety and health training sessions (e.g., setting up the training area; updating training materials; obtaining specified training equipment). Provide back-up assistance with training sessions, as needed. Develop employee engagement plans to promote workplace safety. Update the county portal and website.

Provide courteous, confidential, high quality service to all internal and external customers. Disseminate information and handle special projects that include risk management, workers compensation, and/or fiscal issues. Manage the Free for All vaccination program. Assist the supervisor and co-workers in meetings or committees. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; inventory control; safety practices; agency policies and procedures; state laws. Skill in typing; word processing; equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; deal with problems involving several variables in familiar context; calculate fractions, decimals and percentages; recognize safety warnings; maintain accurate records; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or other things; cooperate with co-workers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate's degree in accounting, business administration, risk management, workers compensation or related field or three (3) years related experience; or any equivalent combination of training and experience.

Additional Requirements

OSHA 10-hour certification upon hire or within six (6) months of hire.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date