



Position Information

Employee Name:

Position Title:

Loss Prevention Assistant

Program:

Safety and Health Services

Work Unit:

Loss Prevention

Classification:

Workers' Compensation Insurance Technician

Report To:

Area Manager, CalOSHA Consultation Service

Collective Bargaining Identifier (CBID):

R01

Fair Labor Standards Act (FLSA) Status:

Covered, Work Week Group 2

Special Requirements

Conflict of Interest Designation: Not applicable.

Program Information:

Safety and Health Services provides comprehensive services to our policyholders in alignment with the State Fund mission to lead the Workers' Compensation industry. We proactively engage with policyholders to help them create safer workplaces for all their employees and supply resources necessary to achieve and maintain effective safety practices.

Purpose/Scope:

Under the direct supervision of the Area Manager, CalOSHA Consultation Service (Loss Prevention Manager), the Workers' Compensation Insurance Technician (Loss Prevention Technician) will provide the full range of technical support needed to effectively administer the programs Regional Loss Prevention Department function. That technical support falls under two broad areas, Management Information Systems (MIS) assistance, and Administrative Duty assistance.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.

- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

45% Essential

1. Management Information Systems (MIS) Specific Duties.

- Run and analyze reports in the MIS.
- Assist the Loss Prevention Managers (LPMs) with Book Management, including special request look-ups, task assignments.
- Provide MIS support.
- Assist the LPMs with MIS quality control, including verifying that Risk Assessments are attached, tasks are marked as complete, and that letters get uploaded to the policy file; Visit-1 and Visit-2 tasks are created and that a final Risk Assessment is completed.
- For employers who don't have computers, staff could forward letters to the Loss Prevention Technicians to have them printed out, signed, and mailed.

35% Essential

2. Coordinate and prepare reports.

- Take notes at all staff meetings and monitor status of action items of Loss Prevention Assistants (LPA).
- Assist with the report preparation and data analysis, for various Field Operations management meetings/presentations.
- Assist with the completion of monthly Performance Evaluation Metric reports for LPM's.
- Track of deliverables.
- Follow-up on Significant Claims Events.
- Tabulate number of Significant Claims Events.

15% Essential

3. Coordinate training and meetings.

- Act as the centralized person to help with all facets of managing training including registration and sending confirmation to Loss Prevention personnel.
- Coordinate meetings (checking room availability, scheduling, ordering lunch, I.T. set-up, etc.).
- Order office supplies, as needed.
- Assist with the coordination of the Employer Seminar Program.

5% Marginal

4. Provide administrative support to the Loss Prevention staff.

- Monitor calibration and process needed calibration of noise equipment.
- Be an in-person point of contact for anyone outside the department needing to reach Loss Prevention.
- Be an emergency contact for reps in the field (provide email links, directions, etc.).

100%

Required Knowledge Areas:

- Working knowledge of State Fund standard software applications.
- General understanding of the State Fund organization, Regional Office, and Corporate functions.
- Working knowledge of basic math principles.

Required Skills and Abilities:

- Ability to interpret and apply policies and procedures to complete assignments.
- Ability to achieve results according to objectives.
- Ability to effectively work with and relate with other people.
- Ability to work independently and as a team with co-workers and management to address and resolve issues.
- Ability to evaluate information and analyze data to support and defend decisions.
- Ability to manage multiple projects and tasks.
- Ability to communicate professionally and effectively, verbally and in writing, with a variety of "stakeholders".

Work Environment:

Physical Requirements:

- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.
- Incumbent works in the usual office environment.
- May be expected to wear Personal Protective Equipment (PPE) such as safety goggles, hard hat, and steel-toes shoes.
- Occasional movement of items up to 25 lbs.

Travel:

- Travel may be required.
- Travel to various work sites and locations for training and/or meetings.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.
- Travel may occasionally be from overnight to five days in duration.

Emergency call backs:

- Not applicable.

Work Hours:

- Work hours may vary.

Supervisor’s Statement: I have discussed the duties of the position with the employee

Supervisor Name (Print):	Supervisor Signature:	Date:

Employee’s Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):	Employee Signature:	Date: