



CLAIMS AND SAFETY TECHNICIAN

Department: Finance
Job Class #: 063300
Pay Range: Professional 06

FLSA: Non-exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is technical support work in claims investigation, workers compensation and safety for the Pierce County Finance Department, Risk Management division. This position works independently with latitude in the performance of job duties; results are monitored by a supervisor for accuracy, thoroughness, and compliance with established County procedures.

ESSENTIAL FUNCTIONS:

- Responsible for the investigation of liability claims filed against the County and damages to Pierce County property, the investigation and handling of workers compensation claims and on-site inspections of workplace and equipment.
- Investigate and monitor liability claims which may include interviewing employees, inspecting loss sites and damaged properties and assessing the damage.
- Prepare detailed claims investigation reports, outlining the allegations, the facts of the investigation, the investigator's analysis of the facts, and his/her recommendation for settlement or denial of the claim.
- Investigate and monitor worker's compensation claims, applying a working knowledge of current relevant laws.
- Conduct on-site inspections of work sites for compliance with required procedures in such areas as, but not limited to, confined space entry, flagging, signing, employee Right to Know, ergonomics, respirator's, fall protection and wearing of appropriate protective equipment.
- Prepare correspondence and written reports to document findings of inspections, i.e., notification of non-compliance with safety regulations, recommendations for change, etc., as appropriate.
- Assist the Safety Officer in the creation and maintenance of policies and procedures to ensure the County's continued compliance with state and federal laws.
- Assist the Safety Officer in conducting safety training classes.
- Serve in an advisory capacity as a non-voting member of the County's Accident Review Committee.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

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SUPERVISION RECEIVED AND EXERCISED: Incumbent works independently and receives general supervision when assigned new or advanced tasks. Work is reviewed periodically by a supervisor for accuracy and conformance to established policies and procedures, laws and regulations, and quality of service provided. This position does not supervise other employees.

WORKING ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Claims and Safety Technician typically works in an office environment on a daily basis; travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal schedules hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and unassisted lifting up to 50 lbs. may be required. Ability to travel away from the regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Local, State, and federal laws with regard to workers compensation and safety.
- Current tort liability laws.
- General office practices and procedures.

Ability to:

- Investigate claims, including interviewing witnesses and taking statements.
- Evaluate and negotiate liability claims.
- Use effective interpersonal and communication skills to defuse conflict and/or angry or hostile individuals.
- Use and operate a personal computer.
- Compile data and statistical information.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four year college or university with a degree in business or public administration with major course work in Risk Management/Safety or related field is required. Additional education or related experience which would clearly indicate the ability to perform the duties of the position may substitute for the recruiting requirements.

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SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.