

FAIRFIELD COUNTY, SOUTH CAROLINA

Safety and Insurance Technician-HR  
HUMAN RESOURCES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, assists in human resources areas involving safety, worker's compensation, property and liabilities, risk management, claims processing, assists in coordinating related programs and services for the County. Conducts follow-up to ensure proper filing of claims. Compiles required information for government reports. Performs related work and administrative support to the Human Resources Department. Reports to the Human Resources Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assist with the County's self-insured workers' compensation program; process claims, assures proper medical care, initiates investigations, coordinates medical and rehabilitative services and coordinates work status with department managers.

Maintains appropriate medical and OSHA records. Types reports and correspondence related to claims.

Maintains employee files for workers' compensation.

Processes insurance-related claims, including auto, property, general liability, public official liability, and law enforcement liability.

Receives lawsuits and forwards to the appropriate insurance company within an established time frame.

Investigates accidents; gathers information for use by the County in hearings, lawsuits, and investigations.

Conducts on-site inspections and investigations to determine the risk factors involved in County-owned buildings, vehicles, and equipment. Inspects facilities to discover and correct unsafe working

conditions and work practices.

Assesses departmental safety training needs; assists with the implementation of programs to address safety-training needs.

Investigates motor vehicle accidents and on-the-job injuries, including conducting follow-up accident investigations.

Provides new employee orientations on safety policies and procedures and benefits information.

Assists in ensuring County's compliance with federal, state, and local safety regulations and ordinances.

Assists with conducting safety and loss prevention programs for the County.

Reviews employee accident reports, including verifying that corrective action is taken by supervisors to prevent recurrence of accidents.

Assists with the safety-related programs, including basic defensive driving and CPR courses.

Compiles data to project expected claims costs and help ensure the adequacy of County's reserves to fund claims.

Assists in coordinating employee wellness programs.

Distributes publications on benefits-related topics; makes posters; contributes to newsletter articles.

Attends training, meetings and seminars to stay abreast of legislation and trends in human resources/benefits administration, insurance programs, etc,

Receives, reviews, prepares and/or submits various records and reports including workers' compensation claims, accident reports, OSHA reports, safety reports, property lists, insurance claims, licenses, memos, correspondence, etc.

Prepares and/or processes a variety of documents, including billing invoices, drafts, receipt vouchers, monthly reports, newsletter articles, retiree records, attendance records, posters, fliers, and various other records, reports, memos and correspondence.

Operates a variety of equipment such as a calculator, copier, fax machine, computer, typewriter, printer, vehicle, camera, telephone, mail machine, mail scale, date/time stamp, etc.

Interacts and communicates with various groups and individuals.

## ADDITIONAL JOB FUNCTIONS

Assists in clerical duties and administrative duties for the office.

Serves on various employee committees as appropriate.

Performs general administrative/office work as required, including but not limited to preparing reports and correspondence, entering computer data, establishing and maintaining files, copying and filing documents, attending meetings, answering the telephone, etc.

Performs related duties as required.

## MINIMUM TRAINING AND EXPERIENCE

Requires an Associate degree in business administration, human resources, or a related field, with two to five years of human resources generalist experience, or an equivalent combination of education, training and experience that provide the required knowledge, skills and abilities.

## MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including general office equipment, computer, calculator, copier, fax, telephone, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting much of the time, but also involves standing and walking, stooping and kneeling, pushing and pulling, lifting and carrying, climbing and balancing for brief periods of time. Must be able to lift and/or carry weights of up to twenty pounds. Some tasks may require extended periods of time at a keyboard workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, buying guides,

catalogs, specifications, contracts, memos, etc. Requires the ability to prepare purchase orders, routine forms, reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and to understand and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including procurement, computer, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time and weight. Must be able to use practical applications of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Human Resources Department as they pertain to the performance of duties of the Human Resources/Safety Technician. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the organization of the Department and of related departments and agencies. Has considerable knowledge of the functions and interrelationships of County and other governmental agencies. Has the ability to offer assistance to co-workers and employees of other departments as required. Has the ability to use independent judgment as needed in performing routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret reports, safety manuals, worker's compensation manuals, insurance and benefits reports and information, County property lists, County personnel policy and procedure manuals and related materials pertaining to the responsibilities of the job. Knows how to prepare required reports, correspondence, etc. with accuracy and in a timely manner. Has comprehensive knowledge of the terminology used within the department. Knows how to react calmly and quickly in emergency situations. Has skill in the use of computers. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Understands the importance of maintaining a good County image.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers and public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet

job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with County Supervisor, higher management, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establish a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER**: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.