

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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**TITLE:** Disability & Risk Management Specialist      **CLASSIFICATION:** Classified Confidential

Reconcile and analyze workers' compensation and non-industrial related payroll information; correct monthly error reports generated from multiple payrolls; and work with the payroll department to balance and resolve the more complex discrepancies in conjunction with supervisor with

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Methods and practices of disability management, retirement, and workers' compensation financial record keeping.  
Rules, regulations, laws, and policies governing disability retirement, preferably including California school districts.  
Methods and processes of statistical analysis and data reporting.  
Principles of providing training and work direction to others.  
Current business office procedures and equipment including 10-key and computer skills.  
Report writing methods and techniques.  
Applicable sections of California Education Code and other state and federal laws.  
Bargaining unit contracts, policies, and procedures.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Effective oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Operations, procedures, specific rules, and precedents of disability management, disability retirement, and workers' compensation processes and practices.  
Operation of a computer, related software, and standard office equipment.

**ABILITY TO:**

Perform advanced, disability retirement, workers' compensation, non-industrial injuries and financial analysis and record-keeping work.  
Independently analyze and learn complex state and District laws, regulations, rules, and policies.  
Maintain records and prepare, balance, and correct monthly reports.  
Assist in the distribution, coordination, and completion of disability retirement assignments.  
Perform, analyze, and explain complex payroll coordination, disability retirement, and workers' compensation transactions.  
Train and provide work direction to others.  
Perform computational tasks with speed and accuracy.  
Work with computer systems and networks to perform a variety of specialized technical duties.  
Learn, understand, and use database management programs.  
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Operate a computer, related software, and standard office equipment.  
Complete work with many interruptions; meet schedules and timelines.  
Understand and work within scope of authority.  
Work confidentially with discretion.  
Analyze situations, and adopt an effective course of action.  
Establish and maintain effective working relationships with school officials, administrators, and employees.  
Communicate effectively both orally and in writing.  
Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; fast paced work with fixed deadlines; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

*(Former title: Payroll Benefits Specialist; Benefits Specialist)*