



Property/Safety Loss Control Analyst Position

San Mateo County Schools Insurance Group, a Joint Powers Authority (JPA) serving public school districts, is currently accepting applications for a Property/Safety Loss Control Analyst.

The successful candidate will be working under the general direction of the Property/Liability Claims Analyst and the Manager of Workers Compensation & Loss Control. The candidate will be responsible to proactively manage property and liability inspections, that will require to be mostly out on the field duties and onsite for report documenting. This position will be providing high level of customer service to members, vendors and the general public.

Minimum Qualifications:

- Bachelor's degree of Arts/Sciences/Business/English or equivalent degree. At least 2 years of experience workers compensation data analysis. Ability to work directly with human resource staff, and medical specialties.
- Possess excellent people skills.
- Ability to interpret data, analyzes trends, and review reports. Ability to write coherent correspondence, reports, and Board Agendas.
- Proficiency in Microsoft Office including Word, Excel, PowerPoint and relational databases.

Salary Range: \$67,188-\$104,232 annually plus excellent benefits, including CalPERS retirement.

For questions please call Tom Ledda, tledda@smcsig.org, 650-365-9180 for an application and detailed job description. Requires a cover letter, completed job application and resume.

Filing Deadline: Continuous until filled.