



Property/Safety Loss Control Analyst

Salary: starting salary \$61k through \$90K

Status: Salaried

Reports to Executive Director, Manager of Loss Control/Worker's Compensation, and Senior Property/Liability Claims Analyst.

Under general direction of the Manager of Loss Control/Worker's Compensation and Senior Property/Liability Claims Analyst, will provide the following duties:

Loss Control

- Supports Manager of Loss Control/Worker's Compensation and Senior Property/Liability Claims Analyst: perform inspections of member's facilities, generates comprehensive reports, identifying potential loss, arrange training schedules, and track loss control activity compliance for each member district's loss control program.
- Assist manager in coordinating tasks associated with property and liability claims.
- Review and edit loss control training materials. Brand all training with the SMCSIG logo and style.
- May deliver some aspects of training in person and virtual as needed.
- Under the direction of the Manager of Loss Control/Worker's Compensation and Senior Property/Liability Claims Analyst, conduct safety inspections and recommend corrective actions.
- Review and aid member districts with OSHA citations and resolutions.
- Other duties as assigned.

Data Management/Information Technology

- Serves as content editor for website for SMCSIG. Work with the Executive Director, Manager of Loss Control/Worker's Compensation, and the Senior Property Liability Claims Analyst to determine and maintain timely, updated information for the website.
- Under the direction of the Executive Director, Manager of Loss Control/Worker's Compensation, and the Property Liability Claims Analyst, notify SMCSIG members about the contents of the website and how to access pertinent materials.
- Generate/create reports on PL claims management (SIMS) and worker's compensation data systems or various data files.

Purchasing

- Work with the Manager of Loss Control/Worker's Compensation on obtaining vendors (loss prevention vendors, technology, etc.), including coordinating the Requests for Proposals (RFP) process. Evaluates vendors according to predetermined evaluation criteria., notifies successful bidders, and develops project plans to implement services.
- In collaboration with Manager of Loss Control/Worker's Compensation, maintain inventory of loss prevention and promotional items. Purchase items when necessary.



Records Retention

- Updates records retention policies. Gathers and destroys records in accordance with records retention policies.
- Works with Executive Director, Manager of Loss Control/Worker's Compensation, and Senior Property Liability Claims Analyst to respond to Public Records Act requests by third parties.

Customer Service

- Answers SMCSIG phones. Works with SMCSIG members to answer questions, obtain information, direct inquiries to appropriate parties, and update underwriting information as requested.
- Handles confidential information, addresses inquiries, in an appropriate and professional manner.
- Use the Sentinel Occupational Software to assist members to control paid lost days.
- Work with member districts to establish safety committees, attend meetings as needed, and ensure IPP is updated with SMCSIG loss control standards.
- Respond as directed to emergency property loss, related to but not limited to, storms, fires, or any disaster.
- The employee should be available for any duties related to the loss control program/property liability program.

Minimum Qualifications:

Perform highly responsible clerical and office management functions, compile and organize data and information, interpret technical and legal information, interpret rules, laws, and policies, and apply them while exercising good judgment. Maintain a calm and tactful manner in the face of adversity. Provide high levels of customer service to members, vendors, and the general public.

- An AA degree with at least two years of experience in an office/customer service environment. Can substitute an AA degree with at least 3 years of experience in an office environment.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, and relational databases.
- Strong oral and written communication skills.
- Experience in loss prevention, building maintenance, and construction.
- Valid California Driver's license
- Department of Justice background check
- SMCSIG' Pre-hire screening and fit-for-duty evaluation for the job's physical demands.