



*Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT*

**POSITION: LOSS CONTROL COORDINATOR**  
Risk Management Department

This is an exempt, non-represented position. Excellent City benefit package when eligible.

**ESSENTIAL JOB FUNCTIONS:**

*Duties include, but are not limited to:*

Position performs a variety of administrative, technical, and professional work in analyzing and administering various components of the Risk Management Division  
*(The complete job description is attached.)*

**MONTHLY SALARY GRADE:**

**Exempt Grade 18 \$4277 - \$5258**

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent; Four (4) year college degree in related field and /or any combination of experience and training which provides the required knowledge and abilities in the Workers Compensation/time loss prevention field; Property, Casualty, and Liability; OR-OSHA, and ADA compliance. ARM designation a plus.

**Special Requirements/Licenses:**

Possession of, or must obtain, a valid Oregon Drivers' License within 30 days of hire. Must have a safe driving record.

**HOW TO APPLY:**

***Request application packet from:***

Oregon Employment Dept, Redmond Office  
2158 SE College Loop, Suite B  
Redmond, OR 97756  
Phone: (541) 548-8196 x324  
Fax: (541)548-6379  
E-mail: [Charlene.V.Miller@state.or.us](mailto:Charlene.V.Miller@state.or.us)

**CITY OF REDMOND APPLICATION, CURRENT RESUME, COMPLETED SUPPLEMENTAL QUESTIONNAIRE, AND LETTER OF INTEREST** (indicating why you want to be considered for this position) must all be received by the above Employment Office **no later than 5:00 PM, Friday June 29, 2007**. Faxes are acceptable if received by the deadline and are complete.

*Only those applicants who are selected to participate in the interview process will be notified.*

**Final candidate(s) selected for a position will be required to pass a drug screening and a thorough criminal history investigation.**

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

**Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 business days following the closing date of the position, it is likely you have not been selected for an interview.**

Equal Opportunity / Affirmative Action Employer  
Drug Free Workplace

***This announcement is not an implied contract and may be modified or revoked without notice.***





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## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Loss Control Coordinator  
**DEPARTMENT:** Risk Management  
**FLSA STATUS:** Exempt  
**SALARY GRADE:** Grade 18  
**EMPLOYEE GROUP:** Confidential / Non-Represented

### **PURPOSE OF POSITION:**

Position performs a variety of administrative, technical, and professional work in analyzing and administering various components of the Risk Management Division

### **ESSENTIAL JOB FUNCTIONS:**

Assists in the workers compensation claims management functions by; working with employees and supervisors to complete and submit appropriate paper work; processing claims submitted; monitors and accepted claims prior to closure; provides information to claimants, and supervisor on employee status and return to work resolution; process Preferred Worker and Employer Injury reimbursement programs to minimize indemnity expenses; prepares reports and other related documentation.

Assists in the Property, Casualty and Liability management function by; conduct preliminary accident investigation at accident scene or when unable to be at location complete investigation through involved staff; provides information to claimant and insurance carrier; monitors and maintains files; prepares correspondence, reports and related documents.

Directs periodic inspections of City operations and facilities to determine compliance with federal, state and local safety regulations; reports noncompliance to the HR/Risk Mgt Director.

Develops, implements and monitors the City's safety programs. Works with all the department safety coordinators/officers attends the department safety meetings.

Provides technical support and guidance to employees and department representatives in evaluating reasonable accommodation requests in accordance with the American With Disabilities Act ( ADA). Assists department managers in developing plans for accommodation of injured or disabled workers.

Implement and coordinate various safety programs including but not limited to: Lock Out/Tag Out, Fall Protection, Blood Borne Pathogens, Construction Safety, Vehicle Operation, Volunteer and Community Service Guidelines.

Oversees, develops and coordinates City's training program with department managers and employees. Determines training needs, and markets City training opportunities to staff. Evaluates City-sponsored training seeking input from participants. Creates a resource bank of qualified trainers to meet future training needs. Coordinates work of and selects outside training consultants.

Completes post and maintains OSHA 300 Log according to law.

Organizes in-house Hepatitis B/Flu vaccination clinics. Create Reports and send letters to employees. Records, tracks, and maintains employee vaccination records and employee medical records.

Maintains Hazardous Communications Program which includes updating each facility's MSDS book, new

employee training, department annual training and review.

Process and track DMV reports, submit reports of concern to the HR/Risk Director.

Process and tracks the Random Drug testing program in conjunction with Deschutes County.

Serves as ADA Coordinator on behalf of the Human Resources Director.

Serves on various committees.

May be required to perform duties as back-up support for the Director of HR/Risk Management in time of absence or as assigned.

Performs related duties as required.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **Mandatory Requirements:**

High school diploma or equivalent; Four (4) year college degree in related field and /or any combination of experience and training which provides the required knowledge and abilities in the Workers Compensation/time loss prevention field; Property, Casualty and Liability; OR-OSHA, and ADA compliance. ARM designation a plus.

#### **Special Requirements/Licenses:**

Possession of, or must obtain, a valid Oregon Drivers' License within 30 days of hire. Must have a safe driving record.

#### **Necessary Knowledge, Skills and Abilities:**

Ability to interpret and apply the theories, practices and procedures of OR-OSHA and Oregon Workers Compensation rules and regulations. Safety principles, methods and procedures.

Ability to carry out assigned projects to their completion; ability to communicate professionally and effectively both verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, labor unions, and the public. Ability to maintain confidential and sensitive information.

Knowledge or training and development principles, practices and techniques,

Working knowledge of Workers Compensation rules and regulations OSHA, and safety practices. Ability to research, analyzes, and prepares comprehensive reports, policies, and claim information.

#### **SUPERVISION RECEIVED:**

Work is performed under the general direction of the Human Resources /Risk Management Director who holds the employee accountable for achieving department goals and objectives.

#### **SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

Computer, including word processing and spreadsheet, and web program, Internet; calculator, telephone, copy machine, fax machine and postage machine. This position requires use of City vehicles.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

*Sharon Harris*  
Human Resources/Risk Director

*July 1, 2007*  
Date

**Adopted: July 1, 2007**