



Sacramento Regional Transit District  
Risk Analyst II

<b>SALARY</b>	\$78,828.00 - \$110,280.00 Annually	<b>LOCATION</b>	Sacramento, CA
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	2025-00237
<b>DEPARTMENT</b>	Risk Management	<b>OPENING DATE</b>	04/01/2025
<b>CLOSING DATE</b>	4/28/2025 11:59 PM Pacific	<b>RECRUITMENT TYPE</b>	Internal/External

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## Description

The purpose of this position is to perform a variety of tasks in the following areas: Workers' Compensation and Light Duty Programs, General Liability Claims, Contract Insurance Requirements, document and correspondence preparation, and information tracking and reporting. Specific responsibilities depend upon assignment and incumbents may be cross trained or reassigned as necessary. This position will be primarily responsible for the administration of the District's Workers' Compensation and Light Duty Programs.

## Examples of Duties

- Coordinates the Workers' Compensation claims program by making initial contact with injured employees, performing intake interviews and authorizing medical treatments. Responsible for all departmental Workers' Compensation related documents ensuring all documentation is completed according to District and state standards and filed with the Third Party Administrator (TPA).
- Performs accident/ illness investigation as needed. Identifies safety hazards and takes corrective measures as warranted. Authorizes settlements within established limitations. Meets with medical providers, legal counsel and TPA to discuss medical treatment and defense strategies. Schedules and organizes meetings and attends hearings and civil proceedings to include representing the District in small claims court.
- Coordinates the Light Duty Program by evaluating employees work restrictions that temporarily preclude them from returning to their usual work. Evaluates whether restrictions can be accommodated by modifying their current work environment or assigning them to a temporary light duty position within the District. Continually monitors work restrictions throughout the duration of the light duty assignment.
- Handles general liability and property recovery claims by conducting field investigations and responding as necessary to accidents and incidents. Analyzes and investigates claims to determine cause. Reviews medical records, medical billing, lost wages, damages, estimates, interviews claimants, witnesses, sets reserves and settles claims within established limitations.
- Attends small claims court, arbitration hearings and other meetings. Monitors and maintains records and creates written correspondence. Coordinates the District's contract insurance program by reviewing contract in order to evaluate risk and set the necessary insurance requirements. Reviews insurance documents received and issues releases when contracts meet stated requirements.

- Monitors contracts for insurance validity and notifies the contract manager or other appropriate staff of expiration. Resolves vendor issues related to verification of insurance certificates. Documents and prepares correspondence by creating, editing and distributing documents and reports related to various claims, hazards and incidents, creates and maintains a diary system to adhere to government statutes and timelines, maintains a variety of records, retrieves and maintains accident video, prepares reports and documentation related to accident/injury trending and processes payments.

## Minimum Qualifications

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.*

**Formal Education:** Bachelor's degree or equivalent from an accredited college or university in Public Administration, Human Resources Management, Risk Management or a related field.

**Experience:** A minimum of three (3) years of technical or professional experience in workers' compensation administration, general liability or property damage claims processing, or contract insurance administration and/or analysis.

**Certification & Other Requirements:** Possession of a valid driver's license is required with the ability to obtain and maintain a valid California Class C driver's license.

**Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

## Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application and proof of education as outlined above, must be submitted online no later than Monday, April 28, 2025 at 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans**

**This position falls under Management and Confidential Employee Group (MCEG).**

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### Employer

Sacramento Regional Transit District

### Address

1400 29th Street

Sacramento, California, 95816

**Phone**

9165560298

**Website**

<http://www.sacrt.com/>

**Risk Analyst II Supplemental Questionnaire**

**\*QUESTION 1**

Please describe, in detail, your professional experience handling Workers' Compensation claims, including proficiency in litigation management, apportionment issues, subrogation recovery and knowledge of Workers' Compensation rules and regulations in California. In your description, include the employer(s) and number of years/months you performed the duties.

**\*QUESTION 2**

Please describe, in detail, your experience coordinating modified or alternate duty work assignments and return to work processes, including your understanding of ADA, HIPPA, FMLA/CFRA. In your description, include the employer(s) and number of years/months you performed the duties.

**\*QUESTION 3**

Please describe, in detail, your experience handling auto/general liability claims including field investigation, interview/witness statements, medical record review, settlement negotiation strategies, subrogation and litigation. In your description, include the employer(s) and number of years/months you performed the duties.

**\*QUESTION 4**

Please describe, in detail, your technical experience and duties in the following: A. Risk Identification, Analysis, and Mitigation B. Investigations C. Claims Handling and Claims Administration D. Insurance Policy Requirements for Contracts. In your description, include the employer(s) and number of years/months you performed the duties.

\* Required Question