

Below is a sample announcement for a Risk Management Fellow.

Job Description

Risk Management Division at the County of San Mateo's **Human Resources** Department is seeking qualified candidates for the position of **Human Resources Fellow**.

The **Human Resources Fellowship** is part of the Management Fellowship Program offered by the County of San Mateo. The Management Fellowship program, inaugurated in 2015, is designed to attract top talent from prestigious graduate schools to commit to meaningful and value-driven work in local government. The fellowship program, which creates a channel into future leadership opportunities within the county, is primarily designed for recent postgraduate candidates as well as current Master's program students with an expected graduation date of Summer, 2016.

The **Risk Management Division of the Human Resources Department** works to develop occupational health and safety programs and activities, conducts accident and complaint investigations and provides specialized occupational health and safety training and safety equipment. The division also coordinates the provision of Workers' Compensation, Long-Term Disability and Disability Leave With Pay, and administers the County's Modified Work Program as well as managing the Tuberculosis Exposure Program, the Drug and Alcohol Testing Program and the Americans with Disabilities Act (ADA) program.

Examples Of Duties

There is an exciting opportunity for a fellow interested in Risk Management data analysis, ADA Title II and Workers' Compensation. It is an opportunity to learn about how Risk Management data is managed in collaboration with many partners in local government and particularly how to analyze this data.

The Management Fellow will also learn about ADA Title II compliance and its application and the California Workers' Compensation system. This is an opportunity to develop skills in project management that will be relevant in many other arenas.

One of the projects is the implementation of a digital Risk Management Information System "RMIS". The RMIS will enable the Division to assist in the administration of Workers' Compensation, Auto, General Liability, Property, Medical Malpractice, ADA, Intermittent Leave and Occupational Health.

Another major project is preparation for the Americans With Disabilities Act (ADA) Title II audit. The ADA Title II audit involves County owned property and ensuring it is kept in compliance with the act. The Division will also be conducting an audit of their Workers' Compensation third party claims administrator. This will involve an audit of their Workers' Compensation claim files.

Each of these projects have large scopes that involve many other County departments, contractors and outside vendors.

Primary responsibilities of the Management Fellow include:

- Assisting the RMIS Implementation Team with developing a procedure manual/user guide for the RMIS

- Assisting the Safety and Ergonomics Manager with the ADA Title II audit and assist the Workers' Compensation Managers with the audit of the Workers' Compensation third party claims administrator and other ad hoc tasks.

Qualifications

Education: A Bachelor's Degree is required for this position. A Master's Degree in a related field is preferred.

- Outstanding writing and presentation skills
- Proficient in Microsoft Office Suite: Word, Excel, Powerpoint etc
- Strong verbal communication skills
- Experience collaborating with others on complex projects a plus
- Experience with project management a plus
- Experience with auditing a plus
- Experience with Risk Management data management a plus
- Experience with interpreting and applying provisions of federal, state, and local legislation a plus
- Experience with ADA Title II a plus
- Experience with California Workers' Compensation a plus

Application/Examination

To apply for this exciting position, please click on the "**Apply Online**" button or go to <http://jobs.smcgov.org>.

In addition to completing the application, you will need to attach:

1. A Cover Letter
2. Resume
3. Three References

For more information about the Human Resources and our programs, please visit us at <http://hr.smcgov.org>