



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Specialist II, Procurement & Risk Management	Last Revised/Approved: October 2021
Job Code:	Reports To: Director, Procurement & Risk
Office: Finance	Department: Procurement & Risk Management

Compensation Information	
Pay Grade: 09A	Pay Range: \$73,895 – 106,473
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Oversees Milwaukee Public Schools (MPS) risk management and workers' compensation services under the Department of Procurement & Risk Management

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ Does the job exist to do this function?
- ✓ Would taking this function from the job fundamentally change the job?
- ✓ Would there be significant consequences if this function were not performed?
- ✓ Can other employees do this function if necessary?
- ✓ How much time per week is spent doing this function?
- ✓ Do people in similar positions elsewhere do this function?

- Compiles information on workers compensation claims. Gathers written narratives from employees, witnesses and involved administrators. Reviews statements and obtains additional information as required. Arranges requested tests and physical examinations.
- Monitors and reviews workers' compensation claims and processes claims for the district.
- Makes recommendations to the Director of Procurement & Risk Management regarding workers' compensation claims.
- Advises and oversees the preparation of litigated files for court or administrative proceedings, including necessary medical records, investigative reports, vocational reports and other documentation in defense of claims.
- Analyzes all files related to litigated claims including all records, reports and files regarding employee, student or third-party accidents, and proposes strategies/recommendations to the Director of Procurement & Risk Management.

- Researches, analyzes, assembles and summarizes data related to injuries for the Office of the City Attorney for the City of Milwaukee.
- Serves as the point of contact for the City Attorney's Office for purposes of strategy development related to workers compensation cases.
- Acts as the liaison between the District, insurance brokers, insurance adjusters, attorneys, and/or any departments or third-party as it relates to insurance claims, legal matters, and liability inquires.
- Annually reviews with and advises the Director of Procurement & Risk Management and the Chief Financial Officer concerning the District's insurance programs, including general liability, property/casualty, executive risk, cyber liability and excess lines of coverage. Recommends updates to insurance procedures, standards and policies as needed.
- Prepares and submits accurate reports, information, records or data as required. Regularly updates the Director of Procurement & Risk Management of status of open claims.
- Reviews and evaluates requests for certificates of insurance for accuracy, completeness and compliance with District policies.
- Monitors the caseload and work of the Risk Management staff and reports issues or concerns to the Director of Procurement & Risk Management..
- Composes departmental correspondence.
- Handles complaints, concerns and questions by telephone or in person.
- Assists the Procurement team as necessary.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree in business, human resources, accounting or a similar field is required, an advanced degree is preferred.
- Law degree from an American Bar Association accredited law school is preferred.

Experience Requirements:

- Three or more years of experience in risk management or workers' compensation for a large entity.
- Public sector experience is desired.
- *A combination of education and experience can be considered.*

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Comprehensive knowledge of contracting and purchasing laws, policies and procedures, both internal and external to MPS.
- Must be able to gather data, compile information, prepare reports and implement measures for continuous process improvements.
- Skill at organizing resources and establishing priorities.
- Experience supervising staff and managing budgets is required.
- Excellent teamwork skills are essential.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required.
- Must be able to juggle numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports is required.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- General Office environment with occasional travel around the city of Milwaukee

Physical Demands:

- General office environment, must be able to handle light lifting and occasional standing, bending.

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 with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.