

**Memorandum of Understanding**  
Between  
California School Employees Association and its Merced College Chapter 274  
and  
Merced Community College District

**Risk Management Technician Position – Classification Revision and Salary Range Adjustment**

This Memorandum of Understanding is agreed to between the California School Employees Association and its Merced College Chapter 274 ("CSEA") and the Merced Community College District ("District") regarding the reclassification of the Administrative Assistant I position in the Risk Management Department to the Risk Management Technician classification.

**WHEREAS**, the Reclassification Committee recommended reclassifying the Administrative Assistant I position in the Risk Management Department to Risk Management Technician and notified CSEA on May 20, 2026; and

**WHEREAS**, the parties share a mutual interest in recommending the following for ratification and Board approval:

- Reclassifying this position from Administrative Assistant I to Risk Management Technician to accurately reflect the scope, purpose, and responsibilities of the position;
- Updating the job description to align with the current operational needs of the District and the duties performed in support of the District's Risk Management Program, including liability and property claims coordination, insurance administration, safety and compliance support, records management, ergonomic coordination, statistical reporting, regulatory compliance monitoring, and other related risk management functions;
- Adjusting the salary range for the reclassified position from Classified Range 18 (Administrative Assistant I) to Classified Range 22 (Risk Management Technician) in recognition of the expanded scope of responsibility, specialized technical knowledge, independent judgment, regulatory compliance responsibilities, claims administration functions, and increased risk management duties reflected in the revised job description.

**THEREFORE**, the parties recommend the attached revised classification title, job description, and corresponding salary range adjustment for the Risk Management Technician position for ratification and Board approval.

This agreement is effective upon ratification by CSEA Chapter 274 and adoption by the Merced College Board of Trustees.

For CSEA

  
Richard Orozco (Aug 26, 2026 08:22:33 PDT)

CSEA Chief Negotiator, Richard Orozco

  
Darwin Duncan (Aug 28, 2026 14:10:38 PDT)

CSEA Labor Relations Representative, Darwin Duncan

For the District



Superintendent/President, Chris Vitelli



## MERCED COMMUNITY COLLEGE DISTRICT

### RISK MANAGEMENT TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class.*

#### **SUMMARY DESCRIPTION**

Under general supervision, performs a variety of technical, administrative, and clerical duties in support of the District's risk management, insurance, and compliance programs. Coordinates claims processing, maintains confidential records, supports safety and regulatory compliance efforts, and provides administrative support related to liability, ergonomic coordination, workers' compensation program recordkeeping, and property risk. Serves as a liaison between employees, third-party administrators, insurance carriers, and District departments; and performs related work as required.

#### **REPORTS TO**

Director, Purchasing and Risk Management

#### **SALARY RANGE**

22

#### **REPRESENTATIVE DUTIES**

1. Performs a wide variety of clerical and secretarial duties involving the use of considerable independent judgement and an understanding of District policies, functions, and procedures.
2. Receives a variety of information which may be of a confidential nature.
3. Coordinates and tracks workers' compensation, liability, and property claims; maintains claim files and ensures timely documentation.
4. Provides administrative and clerical support to the Director regarding the intake of property and liability claim documentation, maintains general workers' compensation program records and coordinates scheduling for employee ergonomic evaluations~~Serves as primary point of contact for employees, supervisors, and third-party administrators regarding claim status and required documentation.~~
5. Prepares and submits required reports to insurance carriers, regulatory agencies, and internal stakeholders.
6. Maintains confidential records related to property liability claims, investigations, and compliance activities.Excludes individual employee personnel and workers' compensation investigation records.
7. Assists in incident reporting processes, including intake, documentation, and follow-up.
8. Monitors deadlines and ensures compliance with state and federal reporting requirements (e.g., OSHA, Cal/OSHA, workers' compensation timelines).
9. Compiles and analyzes statistical data related to claims, property damage incidents injuries, and risk trends to support decision-making.
10. Assists with development, tracking, and reconciliation of risk management budgets and expenditures.

11. Coordinates meetings, trainings, and communications related to safety, risk management, and compliance programs; responsible for notes/minutes.
12. Provides administrative support to risk management, including scheduling, correspondence, and report preparation.
13. Receives and responds to inquiries from employees, students, and the public regarding risk-related matters, referring as appropriate.
14. Maintains filing systems and databases for claims, insurance policies, certificates, and compliance records.

15. Prepares routine correspondence and reports independently using appropriate judgment and confidentiality.
16. Assists with audits, inspections, and compliance reviews by gathering and organizing required documentation.
17. Coordinates insurance certificate requests and maintains records of coverage.
18. Orders supplies and maintains equipment related to risk management and safety programs.
19. Trains and provides guidance to student workers supporting risk management functions.
20. Supports investigations by organizing documentation and maintaining records in accordance with District procedures.
21. Compiles [risk management and property liability](#) records in response to legal claims, subpoenas, hearings, etc., [under the direction of the Director.](#)
22. Coordinates scheduling of facilities or resources related to safety training or risk mitigation efforts.
23. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of...**

- Principles and practices of risk management, insurance, and claims administration
- Applicable federal and California laws and regulations [related to workplace safety, general workers' compensation program reporting and ergonomics](#) (e.g., [workers' compensation](#), OSHA/Cal-OSHA)
- Modern office practices, procedures, and equipment
- Recordkeeping systems and confidentiality requirements
- Business letter and report writing, including proper grammar and punctuation
- Data collection, tracking, and basic statistical reporting
- Special terminology related to the function of this position

### **Ability to...**

- Interpret and apply policies, procedures, and regulatory requirements
- Coordinate multiple claims and compliance timelines simultaneously
- Compile, analyze, and present data effectively
- Communicate clearly and professionally, both orally and in writing
- Maintain strict confidentiality of sensitive information
- Work independently with minimal supervision
- Establish and maintain cooperative working relationships with District personnel, vendors, and agencies
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students

## **REQUIRED EDUCATION AND EXPERIENCE**

### **Education/Training/Experience**

High school diploma **OR** GED **AND** four (4) years applicable experience

**OR**

High school diploma **AND** three (3) years applicable experience **AND** applicable certifications

**OR**

Associate's degree **AND** at least one (1) year of applicable experience

**OR**

The equivalent education and experience.

## **DESIRED QUALIFICATIONS**

### **Education/Experience**

Experience in a public sector or community college environment; experience with workers' compensation or ~~claims~~[claim](#) management systems.

## **PHYSICAL DEMAND AND WORKING ENVIRONMENT**

The conditions herein 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 individual with disabilities to perform the essential job functions.

### **Environment**

Work is performed primarily in an office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

### **Physical Ability to...**

- Hear and understand speech at normal levels
- Communicate so others will be able to clearly understand normal conversation
- Read printed matter and computer screens
- Stand or sit for prolonged periods of time
- Bend, twist, stoop, kneel, crawl, push, and pull
- Reach in all directions
- Lift, carry, push, and/or pull up to ~~2050~~ pounds
- Work at a desk, conference table or in meetings of various configurations
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard

### **Vision**

See in the normal visual range with or without correction.

### **Hearing**

Hear in the normal audio range with or without correction.

-04/2026