

Part-Time Strength Testing Technician

Application Deadline:

4:00 p.m., Wednesday, November 16, 2011

Contra Costa County Schools Insurance Group is an Equal Opportunity Employer

THE AGENCY

The Contra Costa County Schools Insurance Group (CCCSIG) is a Joint Powers Authority organized in 1977 for the purposes of self-insuring workers' compensation and provision of health & safety services to its member public school districts in Contra Costa County.

Today, CCCSIG operates a self-insured, self-administered public agency, which is one of the largest of its kind in the State of California. Of the 22 member districts, 20 are K-12 school districts, one County Office of Education and one Community College District. CCCSIG's workers' compensation program encompasses approximately 20,000 employees and more than \$847 million in payroll, which translates to approximately \$16.5 million in workers' compensation premium. Of the 22 member districts, 19 are active in the workers' compensation program and 8 are members of an insured Health Benefits Program.

CCCSIG is committed to customer service and cost containment for its member districts. Some of the programs implemented by CCCSIG, that have assisted with decreasing the cost and number of workers' compensation claims are a strong early return-to-work program; in-house bill review; an in-house nurse; post offer, pre-employment strength testing; wellness and safety services, which include ergonomic evaluations, trainings and presentations in all areas of wellness and safety; as well as many other resources made available to members.

CCCSIG's commitment to customer service has been evident throughout the numerous independent, as well as State and internal controls audits that have been completed throughout the years, which have all come back with outstanding results. The Group's financial stability and sound business decisions have also been evident in the over **\$15 million in rebates** that have been given back to member districts.

CCCSIG's overall attitude towards employee health, wellness and safety carries over to its member districts, through the health, safety, and claims services provided and our commitment to enhance the human and financial resources of its members in order to contribute to public education.

POSITION OVERVIEW

The Contra Costa County Schools Insurance Group is seeking a motivated individual who will perform a variety of technical tasks relative to the Post Offer, Pre Placement Program (PEP) and CCCSIG's Health & Safety Services Program. An ideal candidate will be a quick learner and able to work with minimal supervision, proactive in assisting the Health & Safety Services Department's Strength Testing program, have a positive and professional attitude and be a team player.

RESPONSIBILITIES INCLUDE (but are not limited to):

- Conducting pre-placement physical screening examinations.
- Conducting Flexibility Assessments
- Conducting Isometric Strength Tests
- Providing back safety instruction and education
- Calibrating and maintaining PEP testing equipment.
- Preparing, completing and maintaining candidate PEP records.
- Making appropriate medical referrals to personal physicians in instances where potentially serious health risks may be present and seen during the pre-placement physical screening examination. This would include the ability to determine basic medical warning signs and poor versus excellent biomechanics.
- Accurately measuring and interpreting blood pressure and providing appropriate referral and education.
- Reporting PEP test results to appropriate school district personnel officers.
- Establishing good rapport with job applicants, co-workers, and general public from various socioeconomic, cultural, ethnic and educational backgrounds.
- Performing related duties and responsibilities as required.

COMPENSATION

This is an hourly position working 15 hours per week, at \$20 per hour. Benefits are not provided.

APPLICATION PROCEDURE

All application packets must be received by **4:00 p.m. on Wednesday, November 16, 2011.**

Application packets are to be sent to:

Human Resources Department
CCCSIG
550 Ellinwood Way
Pleasant Hill, CA 94523

Application packets will be held in strict confidence.

SELECTION PROCEDURE

The qualifications of each candidate will be evaluated by a screening committee. Those most qualified will be invited to participate in a personal interview at CCCSIG offices in Pleasant Hill, which will occur on **Monday, November 21**. A second interview may be conducted with selected candidates, which would occur on **Tuesday, November 22**. These dates may be subject to change. Before final employment decisions are made, references may be made to gather information regarding performance and working relationship history.