

Contra Costa County Schools Insurance Group invites applications for:

# Part-Time Strength Testing Technician

Application Deadline:

**4:00 p.m., Friday, May 3, 2019**

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 \$820 million in payroll, which translates to approximately \$19.8 million in workers' compensation premium. Of the 22 member districts, 19 are active in the workers' compensation program and 9 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.

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. The ideal candidate will have a background in pre-employment testing, strong communication and organizational skills, and a positive/professional attitude. Must be comfortable working with testing equipment, able to use a smart tablet, employer designed app and proficient in Microsoft Outlook. Must be able to work with minimal supervision.

## RESPONSIBILITIES INCLUDE (but are not limited to):

- Conducting post offer, pre-placement isometric strength tests
- Providing back safety instruction and healthy lifestyle education
- Calibrating and maintaining PEP testing equipment
- Preparing, completing and maintaining candidate PEP records
- Scheduling strength test appointments
- Conducting safe lifting training occasionally
- Making appropriate medical referrals to personal physicians in instances where potentially serious health risks may be present and identified during the health screening. 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 diverse socioeconomic, cultural, ethnic and educational backgrounds
- Performing administrative tasks for the Health and Safety Services Department as required

## COMPENSATION

**This is an hourly position working 15-19 hours per week, at \$24.12 per hour. Benefits are not provided.**

## APPLICATION PROCEDURE

Resumes must be received by **4:00 p.m. on Friday, May 3, 2019**. Resumes can be emailed to [jobs@cccsig.org](mailto:jobs@cccsig.org) or mailed to:

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

**All application documents 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 **Wednesday, May 8th**. A second interview may be conducted with selected candidates, which would occur on **Friday, May 10th**. 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.