

ROSE R. BURCINA  
EXECUTIVE DIRECTOR  
CALIFORNIA LICENSE 0B24780



(707) 836-0779  
(707) 836-9079 ADMIN.FAX  
(707) 836-8671 BENEFITS FAX  
(707) 836-9479 W/C FAX

September 26, 2019

Dear Job Applicant,

Thank you for your interest in our current job opening for a Workers' Compensation Clerical/Receptionist - Assistant. Enclosed are the Position Announcement, Employment Application, and a brochure that will provide you with some information about RESIG.

Please note that your submission packet must be **received in our office no later than 4:30 p.m. on Friday, October 11, 2019.**

Please also note that qualified candidates will be contacted to attend an oral interview and take a Basic Skills Test on Wednesday, October 16, 2019. We request that you plan your schedules accordingly.

Thank you.

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## POSITION ANNOUNCEMENT

### WORKERS' COMPENSATION CLERICAL/RECEPTIONIST - ASSISTANT (NON-EXEMPT)

Redwood Empire Schools' Insurance Group (RESIG) – One of the Best Places to Work and One of the Healthiest Companies in the North Bay – has proudly supported the efforts of its member districts in the education of the children in the community since 1979. RESIG is dedicated to providing quality, cost effective risk management programs and services to the public school districts in Sonoma County.

**CLASSIFICATION:** WORKERS' COMP. CLERICAL/RECEPTIONIST - ASSISTANT

**RATE PER HOUR:** \$20.11 - \$25.67  
COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE

**TERM:** FULL-TIME (*subject to a one year probationary period*)

**BENEFITS:** MANDATORY PARTICIPATION FOR MEDICAL BENEFITS.  
Employee/dependent medical (80% Employer/20% Employee),  
employer paid dental, vision, life insurance, short term/long  
term disability; employee/employer paid retirement (CalPERS);  
vacation, and sick leave.

*(RESIG does not pay into Social Security or SDI—State Disability.)*

**SUBMISSION DEADLINE:** Friday, October 11, 2019, at 4:30 p.m.

#### Definition

Under the direct supervision of the Workers' Compensation Claims Manager, the Clerical/Receptionist - Assistant will perform a variety of general clerical duties of average difficulty, using a personal computer and other routine office equipment. This position will provide clerical assistance and support related to the Workers' Compensation Claims Department. This position will also be expected to perform related work as assigned and required.

09/24/19

**Principal Job Duties:**

- Sort and direct mail.
- Scan and link mail, reports and documents into an imaging system.
- Perform various computer functions including maintenance of databases, processing of bills for transmission, typing of routine documents and correspondence, electronic file transfers, check printing/processing, and Medicare queries.
- Maintain hard-copy and electronic files and records as necessary.
- Communicate with school districts, vendors, injured workers, etc., via telephone, e-mail and in person.
- Provide back up to the front-desk Clerical/Receptionist and Resource Coordinator.
- Research a variety of topics using the Internet or other sources.
- Copy materials and prepare informational packets.
- Perform related duties as assigned.

**Knowledge and Skills:**

- Recordkeeping techniques
- Office methods and equipment, filing systems, telephone techniques, letter writing, and well-developed computer skills required in Windows-based applications

**Ability to:**

- Establish and maintain cooperative relationships with peers, managers and those contacted in the course of work.
- Communicate effectively, both verbally and in writing.
- Carry out verbal and written directions independently.
- Independently and effectively organize and prioritize workload with frequent interruptions.
- Work with audio/visual equipment.
- Adapt to changing situations, analyze situations accurately and adopt an effective course of action.
- Represent RESIG in a manner consistent with the policies, practices and procedures of the organization.
- Observe health and safety regulations.

**Working Conditions:**

- Lift and carry up to 25 lbs. on a regular basis and up to 40 pounds on an occasional basis.
- Work and walk on slippery, uneven or irregular surfaces.
- Work while sitting, standing, bending, stooping, squatting, kneeling and climbing.
- Work with office equipment and computerized workstation which involves repetitive arm and hand movement.

**Experience/Education:**

- Minimum of two (2) years clerical experience;
- High school diploma or equivalent;
- Experience in the public sector or public schools is desirable.

**Certificate Requirement:**

- Typing certificate 40 wpm



**Application:**

For application materials, please refer to RESIG's website at [www.resig.org](http://www.resig.org) under *About/Employment Opportunities*.

**SUBMISSION DEADLINE:      Friday, October 11, 2019 at 4:30 p.m.**

Candidates should deliver, by mail or in person a cover letter, completed application, resume, and typing certificate to:

**Redwood Empire Schools' Insurance Group  
Attention: Human Resources Dept.  
5760 Skylane Boulevard  
Windsor, CA 95492**

**Examination Process:**

The examination of this classification will consist of:

1. Evaluation of the application material submitted; incomplete submission packets will be rejected.
2. Qualified applicants will be asked to attend an oral interview and a Basic Skills Test on **Wednesday, October 16, 2019.**

**General Information**

Successful applicant must be fingerprinted, and a satisfactory Department of Justice records check must be received prior to employment.

Per California Government Code Sections 3100-3109 all public employees are disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by the Government Code. In case of an emergency or disaster, public employees are required by law to respond to the disaster when so assigned.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/TITLE IX EMPLOYER**



REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP

Serving schools since 1979

5760 Skylane Boulevard, Suite 100  
Windsor, CA 95492

### **EMPLOYMENT APPLICATION**

POSITION APPLYING FOR \_\_\_\_\_ DATE \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Message Phone \_\_\_\_\_

IF WE WISH TO ARRANGE FOR AN INTERVIEW, PLEASE INDICATE HOW WE SHOULD CONTACT YOU BY CIRCLING PREFERRED PHONE # ABOVE.

#### **EMPLOYMENT RECORD**

(List CURRENT/MOST RECENT position FIRST)

(Show complete record, including periods between jobs, for at least 10 years.

Attach additional sheets if necessary.)

<b>MONTH/YEAR</b>	<b>EMPLOYER'S FULL NAME AND ADDRESS</b>	<b>OCCUPATION AND DESCRIPTION OF THE DUTIES PERFORMED</b>
<b>From:</b>		
<b>To:</b>		
<b>Reason for Leaving:</b>		

<b>MONTH/YEAR</b>	<b>EMPLOYER'S FULL NAME AND ADDRESS</b>	<b>OCCUPATION AND DESCRIPTION OF THE DUTIES PERFORMED</b>
<b>From:</b>		
<b>To:</b>		
<b>Reason for Leaving:</b>		

<b>MONTH/YEAR</b>	<b>EMPLOYER'S FULL NAME AND ADDRESS</b>	<b>OCCUPATION AND DESCRIPTION OF THE DUTIES PERFORMED</b>
<b>From:</b>		
<b>To:</b>		
<b>Reason for Leaving:</b>		

Over - - - - >

**EDUCATION**

Name and Location of School

Last Year  
CompletedHours  
UnitsSubjects Studied  
and  
Degree(s) Received

High School

1 2 3 4

College

1 2 3 4

4+

Trade, Business or  
Correspondence

1 2 3 4

**REFERENCES:** Give below the names of three persons not related to you, whom you've known for at least 1 year.

Name

Phone

Business

Years  
Acquainted

Have you ever been discharged from any employment or forced to resign? Yes \_\_\_\_ No \_\_\_\_  
If "yes," state the circumstances.

How did you hear about this job?

**CERTIFICATE OF APPLICANT**  
**Read carefully before signing**

I hereby certify that all statements made in my application for employment with Redwood Empire Schools' Insurance Group are true; and, if employed, I agree and understand that any misrepresentations of material facts herein is cause for immediate dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_

EMPLOYMENT WITH THE REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP  
MAY BE SUBJECT TO A PHYSICAL EXAMINATION

AN EQUAL OPORTUNITY/AFFIRMATIVE ACTION/TITLE IX EMPLOYER



## ADMINISTRATION

Rose R. Burcina – ext. 104  
Executive Director  
CA License #0B24780

Diane Vieyra – ext. 103  
Executive Secretary

Ronda Bergesen – ext. 105  
Business Manager

Sheryl Reed – ext. 101  
Clerical/Receptionist

## CONFERENCE ROOMS

Redwood Empire Schools' Insurance Group (RESIG) offers its three conference rooms for use at an affordable cost. The rooms are available for day, evening, and weekend use.

Please contact (707) 836-0779 ext. 101 for room availability or further information.

## GOVERNANCE

### JOINT POWERS BOARD

Comprised of representatives from each member district, appointed by the districts' governing school boards. This Board meets at least once per year to establish programs, set rates, declare dividends, consider staffing and provide overall governance of RESIG matters.

### EXECUTIVE COMMITTEE

A seven member elected body of the Joint Powers Board that meets almost monthly with RESIG administrative staff on program management, finance, accountability, policy issues and operation.

### 2019/20 Executive Committee

Joe Pandolfo, Ed.D. - President  
Rincon Valley Union School District

Bob Raines, Vice President  
Shoreline Unified School District

Mary Downey, Sec./Treasurer/Auditor  
Sonoma County Office of Education

Susan Field, Ed.D. - Director  
Bennett Valley Union School District

Matt Reno, Director  
Alexander Valley Union School District

Rick Edson, Director  
Santa Rosa City Schools

Lois Standing, Director  
Windsor Unified School District

6/2019

## MISSION STATEMENT

Redwood Empire Schools' Insurance Group (RESIG), founded July 1, 1979, is dedicated to providing quality, cost effective risk management programs and services to the public school districts of Sonoma County.

The directors, management and staff are committed to providing professional quality programs and superior member services to our educational communities while protecting the integrity of our member risk sharing pools.

# RESIG



Proudly serving  
schools since  
1979.

Redwood Empire Schools' Insurance Group  
Address: 5760 Skylane Blvd., Suite 100  
Windsor CA 95492

Office Hours: 8:00 a.m. to 4:30 p.m.  
Monday through Friday

**Main Line** (707) 836-0779  
**Injury Line** (707) 836-7457

General Administration Fax (707) 836-9079

Workers' Compensation Fax (707) 836-9479

Employee Benefits Fax (707) 836-8671

[www.resig.org](http://www.resig.org)

## WORKERS' COMPENSATION

- Membership includes all Sonoma County Public School Districts, K-12 and one district in Marin County
- Self-insured retention - \$1 million
- Excess coverage to statutory limits – Safety National
- Claims Administration – In house since August 1990

Chris Spencer – ext. 114  
Workers' Compensation Claims Manager

Suzanne Pelz – ext. 123  
Claims Supervisor

Channing Prewitt – ext. 125  
Senior Claims Examiner

Renee Escarcega – ext. 115  
Senior Claims Examiner

Jenifer Letherman – ext. 113  
Senior Claims Examiner

Gretchen Schmidt – ext. 112  
Claims Assistant II

Gail Jordan – ext. 117  
Claims Assistant II

Kelly Cook – ext. 108

Sr. Return to Work/Ergonomic Resource Advisor

Deborah Keeran – ext. 109  
Resource Coordinator

Madeleine LaBonte – ext. 128  
Clerical Assistant

## EMPLOYEE BENEFITS

### MEDICAL PROGRAM

- Membership includes 32 districts within Sonoma County and Marin County
- Provides group health benefit plans from the following carriers:

Kaiser Permanente  
HMO Group Purchase Plans

Blue Shield of California  
PPO Group Purchase Plans

Anthem Blue Cross  
Medicare Supplemental Plan

Brokerage Services  
Alliant Insurance Services, Inc.

### DENTAL PROGRAM

Delta Dental

- Membership includes 26 Sonoma County public school districts K-12
- Self-Insured
- Claims Administration – Delta Dental (925) 803-1346 (800) 765-6003

### VISION PROGRAM

Vision Service Plan (since 2015)

- Membership includes 16 Sonoma County public school districts K-12 as of 10/1/19
- Fully Insured
- 2 Signature + 2 Choices Plans to choose from
- Quotes for specific plans can be obtained

Patty Baumunk, CSRM – ext. 124  
Dir. of Employee Benefits/CA License #0G89420

Elizabeth Matheny – ext. 120  
Benefits Specialist/CA License #0K82545

Angela Zimmerman – ext. 129  
Benefits Specialist

Jodi Misi – ext. 126  
Benefits Coordinator

## PROPERTY & LIABILITY

- Membership includes all Sonoma County Public School Districts, K-12 and one district in Marin County
- Self-insured retention - \$250,000 Liability/\$250,000 Property
- Excess coverage through Bay Area Schools Insurance Cooperative (BASIC) - \$300,000,000 Property; \$25,000,000 Liability
- Claims Administration – In house since July 1988

Steven Fields – ext. 106  
Property & Liability Risk Manager

Deborah Fraser – ext. 121  
Property & Liability Senior Claims Adjuster

## LOSS PREVENTION

- Environmental Services
- A wide variety of workshops available on topics such as Safe Work Practices, Playground Supervision and Cal/OSHA
- Site Inspections
- Safety Incentive Program providing funding to districts for safety related issues
- Emergency Services Programs

Will Davis, REPA, CIEC – ext. 107  
Director of Environmental Risk Services

### Loss Prevention Coordinators:

Erin Tarkhanian, CPSI, CSRM – ext. 111  
Christine Dektor, MS, CPSI – ext. 110