



Series: MGT

TITLE: MANAGER, RISK MANAGEMENT

DEFINITION:

Under general direction of the Assistant Superintendent, Business Services, to plan, organize and manage Risk Management programs and services, including loss prevention and claims administration for workers compensation insurances, liability insurance, property claims, bodily injury insurances, student accident insurances, fire, theft, district safety programs and services including OSHA, safety training, emergency response and preparedness, school safety program, and transportation safety training and to perform other job-related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on the assignment, duties may include but are not limited to the following.

Plans, organizes, and administers the District's insurance programs for fire, theft, liability, property damage, fidelity and notary bonds, travel and student accident insurance, and for overall-policy aspects of workers compensation.

Processes claims relating to liability, bodily injury, fire and property losses.

Analyzes and interprets the provisions of insurance policies and recommends various insurance programs.

Administers the District budget for losses within the self-insured retention.

Serves as the District liaison with insurance brokers or insurance groups.

Prepares budget estimates for risk programs.

Researches methods of increasing or improving insurance protection for students and employees, and District facilities and equipment.

Serves as staff lead to safety committee, preparing for meetings, providing follow-up and conducting investigations as needed.

Assists in management of OSHA requirements.

Implementation of OSHA mandated safety training for employees.

Develops proposals relating to safety or loss control.

Conducts analyses of costs/feasibility and prepares comprehensive written reports; makes oral presentations.

Responsible for AHERA Asbestos program and Hazardous Materials Compliance

Provide adjunct support of student transportation operations.

JOB QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Interpretation of Insurance Policy and Memorandum of Coverage Language;

Program and project management techniques;

Insured and self-insured insurance fields;

Government, Insurance and Education Code provisions pertaining to school insurance;

Principles of accounting and financial record-keeping;

Principles of supervision and office management;

State and Federal safety codes and regulations as they apply to school districts.

State and federal Laws concerning asbestos and hazardous materials

State and federal Laws regarding student transportation

Skill and Ability to:

- Successfully manage, reduce and control workers compensation frequency and severity of losses;
- Coordinate and manage the district's Illness Prevention Program (IIPP);
- Manage and implement risk management procedures pertaining to certificates of insurance, proof of insurance risk activities and risk transfer;;
- Establish and maintain cooperative working relationships with administrators, employee groups, insurance carriers, students and others;
- Conduct detailed analysis and prepare comprehensive reports;
- Understand and interpret laws, rules, regulations, Board policies and insurance policy and endorsement provisions;
- Plan, organize and direct work of subordinates.
- Draft and implement revisions to Board Policies and Administrative Regulations as appropriate
- Provide subject matter presentations to employee groups, cabinet, and the Board of Education

PHYSICAL DEMANDS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the incumbent is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Ability to walk in unpaved areas, landscape areas, and on or around uneven surfaces as needed to conduct safety inspections and/or fire/accident investigation.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the incumbent regularly works in inside environmental conditions and occasionally outdoors. The employee will be required to travel to various facilities within the District. The employee frequently works with a video display terminal for prolonged periods. The employee may be required to attend evening meetings, travel, and work evenings or weekends. The noise level in the work environment is usually quiet. Individual is subject to frequent interruptions.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION:

Required:

Equivalent to completion of a full four-year course of study leading to a bachelor's degree in business administration or an appropriate field.

EXPERIENCE:

Required

Four years of experience in risk management, school safety, transportation, and/or property and liability insurance responsibilities or a closely related field.

FLSA Status: Exempt

Licenses/Certifications:

Required:

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement. Associate in Risk Management (ARM) and Associate in Claims (AIC) ideal.

Successfully complete Department of Justice clearance process.

Date created/revised

N: 04/81

R: 11/85

R: 05/99

R 01/11