

RISK MANAGER

DEFINITION

Develop, implement and evaluate policies and practices of a cost-efficient and safe-effective Risk Management Program for students and employees; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Chief Business Officer and exercises directions and general supervision over professional, technical and clerical staff as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but, are intended to accurately reflect the principle job elements). Duties may include, but are not limited to the following:

Plan, coordinate and direct activities of Safety and Risk Management, including workers' compensation, student insurance, health insurance, comprehensive liability, unemployment insurance, property damage and general insurance coverage. (E)

Develops, implements and updates the District's Risk Management Program and procedures.

Performs risk analysis, risk treatment, loss prevention, control and claims settlement services. (E)

Directs safety activities at all levels to avoid or reduce accidents.

Coordinates claim activities that have potential for litigation. (E)

Investigates accidents to determine immediate causes and recommends corrective actions where appropriate.

Develops and prepares periodic performance reports on risk management activities. (E)

Monitors developments in insurance markets to keep District management aware of probable budget impact.

Coordinates management and contract services to determine appropriate risk coverage. (E)

Performs analytical studies of workers' compensation rates and other insurance coverage. (E)

Acts as an adviser to department heads and administrative staff on all insurance matters.

Provides counseling to employees on matters related to safety and insurance benefits.

Provides safety training.

Prepares oral and written reports.

Trains, supervises and evaluates assigned staff.

Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of safety laws relating to a Public School District Risk Management Program
- Insurance laws, labor laws, education code and safety procedures
- Property, liability, employees industrial injury and health insurance
- Claims practices

Knowledge of: con't

- Student accident insurance
- Statistical concepts and methods of presentation
- Oral and written communication skills
- Training methods and techniques

Ability to:

- Plan, develop and manage a school District's Risk Management Program
- Analyze and interpret laws, ordinances and regulations
- Analyze data, facts and prepare reports associated with a Risk Management Program
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Prepare clear and concise oral and written reports

Education and Experience:

Any combination of education, training and experience equivalent to:

- Bachelor of Arts degree in Public Administration, Business Administration or a related field
- Five (5) years increasingly responsible experience in the management and operation of a Risk Management Program, preferably in a school district

License or Certificate:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Salary Placement

Management Team

Tier 6, Range 01

12-month work year

Board Approval: 05/21/83

Management re-alignment effective 03/01/19