



RISK MANAGER

Revision Date: 05/01/19

BRIEF DESCRIPTION OF POSITION:

The Risk Manager will be supervised by the Asst. Superintendent of Business Services for duties pertaining to Risk Management and Safety. This position is responsible for planning, coordinating and supervising the risk management activities of the District, including duties pertaining to Management of Building Environmental Systems, Integrated Pest Management (IPM), Building & Occupational Safety, and District Emergency Preparedness as well as controlling costs in the District's workers' compensation and liability insurance programs. This position is responsible for routine inspection, planning and coordination of the District activities associated with Building Health and Life Safety Systems as well as Emergency Preparedness. This position oversees the District's Automated Electronic Defibrillator (AED) program, and ensures all devices are well maintained. This position oversees routine testing of the District emergency communication systems (i.e. radio communications and Catapult EMS). This position includes oversight of Building Energy Management Systems including controlling costs associated with monthly utility usage.

STATEMENT OF TYPICAL DUTIES:

- a. Plans, organizes, implements, recommends and administers a comprehensive risk management program for the District; performs research in the areas of risk management to determine means to contain the incidence and cost of losses, insurance and other expenditures. Compiles and analyzes data to develop and recommend applicable policies and administrative procedures. Once approved by the Assistant Superintendent, Business Services, this position administers the program. E
- b. As assigned, investigates incidents leading to any accident and all claims matters filed against the District. E
- c. Monitors the progress of liability claims and the progress of employees on leave due to workers' compensation claims. As assigned, manages and arranges investigations, meetings and other activities deemed necessary by the insurance administrators or the District in liability or workers' compensation claims as assigned. E
- d. Verifies workers' compensation claim information; makes recommendations regarding validity of pending claims; ensures prompt processing of claims; oversees the defense of disputed claims. E
- e. Conducts statistical research and communicates with District administrators, bargaining units, vendors and employees to provide a variety of information; provides technical expertise regarding risk management and safety programs and procedures. E
- f. Coordinates subrogation of claims in order to recoup expenses from the responsible party in workers' compensation and liability claim matters. E
- g. As assigned, provides information pertaining to litigation and the negotiation of settlements to the Assistant Superintendent, Human Resources and Assistant Superintendent, Business Services in order to extend settlement authority. E
- h. At the discretion of the Assistant Superintendent, Business Services conducts inspections of district facilities to ensure that all district facilities are safe for students, employees and guests. E
- i. Oversees the district's safety training program for employees, supervisors, administrators, teachers and volunteers, E
- j. Reviews district projects for hazards and recommends methods for eliminating/reducing risk. Cooperates with the Director of Facilities in risk reduction projects. E
- k. Works with district principals as assigned to plan, organize and coordinate district programs involving employee and student safety and public risk factors. E
- l. Presents to the governing board reports/information as requested. D
- m. Performs other tasks and assumes responsibilities as assigned by proper authority. D
- n. Coordinates and reviews all emergency site and safety programs including the maintaining of supplies at all sites.
- o. Assists in the training of staff and students in all safety and emergency training.
- p. Maintains relationships with all emergency service providers and first responders.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, trends, methods, and procedures pertaining to risk management, insurance programs—workers’ compensation, liability, employee benefits programs, employee health and safety programs.
- Risk management process in finance and control.
- Provisions of applicable laws and codes, including but not limited to, the Education Code, California Government Code and other federal and state regulations.
- Research techniques and report writing.
- General safety procedures.
- Principles, practices and techniques for training employees.

Ability to:

- Coordinate the District’s risk management and benefits programs, including workers’ compensation, liability, health, medical, safety and loss prevention.
- Understand and accurately interpret laws, rules, regulations and other guidelines relating to the areas of responsibility.
- Develop procedures and methods for implementation of new laws and regulations; maintain compliance.
- Negotiate and deal effectively with legal counsel, insurance representatives, medical personnel, claims agents, and others.
- Use a high degree of initiative and judgment in problem solving.
- Understand and carry out oral and written instructions.
- Provide excellent customer service and maintain confidentiality.
- Establish and maintain effective, cooperative and harmonious working relationships with employees, employee organizations, public agencies, health care providers and the public.
- Communicate clearly and concisely both orally and in writing.
- Work independently with little direction.
- Plan and organize work; meet schedules and timelines.
- Work cooperatively and get along with other.

REQUIREMENTS:

WORK YEAR:	Classified Management Work Year- 12 Months
EDUCATION:	Bachelors degree in business administration or designation as an Associate in Risk Management.
EXPERIENCE:	Five year’s experience in a combination program management, litigation and risk management.
SALARY:	Classified Management Salary Schedule, Range G
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance
PHYSICAL CHARACTERISTICS:	Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.
LICENSES & OTHER REQUIREMENTS:	Possession of valid California drivers’ license and proof of insurability.