

TITLE: RISK MANAGER (FLSA Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. Citizen or authorized alien.
2. Graduation from an accredited four (4) year college or university with a degree in Business.
3. Five years professional experience in insurance related field.

REPORTS TO: Assistant Superintendent of Administration

JOB SUMMARY: This is a highly responsible technical and administrative position involving all of the School Boards Insurance programs. Work involves analyzing and selecting appropriate Safety Training Programs, Loss Control Programs, Insurance Coverage's, Vendors and Claims Administrators for all aspects of facilities provided to the public by St. Tammany Parish School Board. Work is performed in accordance with established policies and procedures of the Board and the laws and regulations of the State. Work requires the exercise of initiative in responding to and adjusting problem situations and in identifying hazardous conditions throughout the entire School Board System.

ESSENTIAL JOB FUNCTIONS:

1. Designs, develops implements, evaluates and modifies safety program.
2. Trains and motivates employees, and where applicable, students and the community at large based on needs of each facility and division related to safety.
3. Assists the Assistant Superintendent in the selection of insurance vendors including agents, claims service vendors and insurance policies.
4. Provides certificates of insurance; reviews School Board contract terms as related to insurance.
5. Plans and coordinates employee benefits, unemployment compensation and risk management services and programs, reviews changes in applicable laws, regulations and rules, reviews and is responsible for adequacy of insurance policies, such as general property, professional and workers' compensation, general liability; ensures continuous and appropriate coverage.
6. Ensures both state and federal compliance with regard to facility operations, insurance requirements and safety standards.
7. Assists Maintenance & Transportation Departments with prioritizing unsafe conditions for remediation.
8. Trains supervisors, principals, managers and their secretaries in the prevention, documentation, investigation, remediation and management of injuries in their facilities.
9. Performs inspections and audits of facilities.
10. Advises and assists supervisors, principals, managers and their secretaries with preparation of post-accident documentation.
11. Reviews cases with and makes recommendations to Assistant Superintendent, Defense Counsel and Third Party Administrator in relationship to the settling of claims up to \$10,000.00.
12. Coordinates with Defense Counsel and Third Party Administrators regarding accidents and claims; ensures that proper investigations are conducted and coordinates School Board defense.
13. Assists the Human Resources Department with accommodation and placement of returning employees.
14. Assists the Superintendent when needed, as a representative at mediation conferences and trials.
15. Monitors benefit cost trends and recommends cost saving alternatives.
16. Compiles loss data and prepares reports on monetary losses by facility.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Any and all duties as assigned by Assistant Superintendent of Administration

PHYSICAL DEMANDS: Physical and mental stamina and ability to perform job functions, tasks and duties.

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel. The Superintendent reserves the right to review, revise or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

(MUNIS ID #)

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.