

## **RISK MANAGER**

Classification: Non-Licensed Administrator

Location: District Office

Reports to: Director of Business Operations

FLSA Status: Exempt

Employee Group: NCAA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Provides leadership and management of the District's risk management programs. Span of responsibility covers the areas of insurance (including worker's compensation, general liability, vehicle liability and property insurance), safety, hazard control and environmental quality programs, Americans with Disabilities Act (ADA), ergonomics, State and Federal compliance, pre-litigation management, assisting staff with parent disputes, accident investigations, and assigned safety and emergency response areas. Incumbent is responsible for managing, analyzing, and reporting on claim information, conducting risk assessments as well as implementing initiatives to reduce the District's risk exposure. Provides oversight of all District Safety Committees and Campus Monitors. Works closely with multiple District departments and building administrators in a wide variety of areas.

### **Part II: Supervision and Controls over the Work:**

Performs under the supervision of the Director of Business Operations. Work is controlled and/or guided by federal and state statute, administrative code, agencies, insurance policies and procedures, professional best practices, school and district policies and procedures. Serves as the District expert in risk management operations and operates with considerable independence to accomplish the goals and objectives established by the District leadership for the program.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

#### **1. Risk Management**

Exercises overall authority and responsibility for:

- a. Managing and administering the District's risk management program including the managements of, workers' compensation, property and casualty insurance, Americans with Disabilities Act, and ergonomics. May supervise support staff if assigned.

- b. Staying abreast of federal, state, and local requirements in all areas of risk management. Takes action to develop and recommend policies and procedures to maintain a high quality, responsive and legally sufficient risk management program.
- c. Coordinating with internal and external agents on risk management program development, reporting, partnerships, and collaborative support in all, but not limited to, areas outlined above.
- d. Managing, directing and overseeing the investigation, administration and adjudication of tort claims filed against the District; overseeing the formulation of findings and making recommendations for action and adjudication of claims.
- e. Establishing and maintaining documentation and records, and overseeing the submission of insurance claims to insurance companies/adjusters in accordance with established laws and procedures, including assuring submitted claims are complete, accurate, and conform to insurance policy requirements.
- f. Background research to process subrogation claims and assures invoices are properly and timely prepared and submitted to responsible parties for claim disposition. Working with individuals and organizations in collection of past due accounts. Interacting with district employees to gather information.
- g. Participating in analyzing loss data to help identify cost and loss control measures. Performing after-action reviews to identify procedures and changes in practice that will prevent recurrences.
- h. Leading or participating in claim, accident prevention, and safety review committees.
- i. May compile and present accident and claim information to administrators to support loss prevention awareness and programs.

## 2. Emergency Management

- a. Manages and continuously improves a comprehensive District emergency and reunification plan. Coordinates and participates in emergency exercises. Develops and maintains a comprehensive training program for administrators, staff, students, parents, and community partners on emergency response.
- b. Advises administrators during emergencies providing guidance and support in managing the emergency as needed. Assists with the Crisis Response Team.
- c. Develops and nurtures strong community partnerships. Serves as the District's liaison to law enforcement agencies, fire departments, and local, State, and federal emergency resources. Develops and coordinates cooperative agreements, interagency agreements, and contracts with other organizations regarding safety and emergency management.

- d. Serves on District Incident Command Team.
- e. Evaluates school drills; ensures statutory compliance; reports results to authorities as needed.
- f. Monitors local and national conditions for severe weather, natural disasters, violent trends, infectious disease, and other events. Disseminates information, recommends preventative and/or protective measures.

3. Safety Coordination

- a. Conducts or ensures annual or periodic inspection of facilities and equipment (including classrooms, playgrounds, shops, labs) to initiate corrective action on potential risks. May represent District during fire and safety inspections.
- b. Develops, recommends and implements policies, procedures, and contract language to improve safety and reduce liability. Researches and prepares policy and standard practice documents for upper management upon request.
- c. Creates, conducts, and ensures safety trainings and distribution of safety materials.
- d. Oversees ergonomic evaluations and work station modifications.
- e. Serves as the Department of Public Safety Standards and Training Executive Manager.

4. Program Administration

- a. Conducts risk assessments involving analyzing risks as well as identifying, describing and estimating the risks affecting the District. Utilizes managerial skills to analyze alternatives and treat identifiable risks with appropriate risk control and risk financing methods. Identifies property loss exposures and works with insurance carriers to secure appropriate levels of insurance coverage consistent with the District's risk tolerance.
- b. Develops, recommends, prioritizes, controls and monitors risk management program budget and expenditures. Prepares and distributes program risk management expenditure and budget support documents to the business office. Makes recommendations on risk management program budget and expenditure records as required.
- c. Acts as District liaison to a variety of public agencies, insurance companies, adjusters, underwriters, contractors, legal counsel, labor groups, and employee organizations.

5. Financial Management

- a. Monitors case closing action, coordinates negotiations for settlement of claims wherein court action is not involved with claims adjuster, and prepares reports for determined

action. Performs a variety of accounting related and statistical functions to support risk management activities.

- b. Makes purchasing decisions and/or recommendations and manages various liability, property, and other specialty insurance policies. Manages preparation of insurance bid specifications for the purpose of obtaining premium fees and updates. Reviews and evaluates liability, property, and other specialty insurance policies for sufficiency, reasonableness, and legal and policy compliance. Leads in policy terms, premium and fee negotiations.
  - c. Maintains transaction records for audit purposes. Supervises the audit of insurance premium and costs.
6. Program Specific Functions (may or may not apply depending on specific assignments)
- a. Supervises and manages claims administration of worker's compensation insurance program, property and liability claims.
  - b. Manages and provides oversight of the preparation and analysis of all property and casualty insurance claims, student injury incidents, and OSHA reporting for the purpose of ensuring the timely and accurate presentation of facts.
  - c. Facilitates, develops and/or presents required and recommended safety training programs for compliance with OSHA regulations and federal, state, and local requirements.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree or equivalent in business, financial management, industrial engineering, safety or other risk management related areas of study.
3. Four (4) years of progressively responsible experience in risk management or related functions.
4. Four (4) years of related managerial, professional or technical experience involving the supervision of others in budgeting, loss analysis, claim management safety and environmental health.
5. Skill in the use of program support technology, office software, spreadsheets, presentations,

and databases.

6. Ability to respond to emergency, emotional, and difficult situations with calm, deliberateness, and clear organization.
7. Ability to interact with employees and managers personally and in writing, internal and external, at a high level of communication and articulation. Must be able to present complex and difficult information in a convincing manner.
8. Sound judgment and decision-making capabilities are essential.
9. Ability to maintain confidentiality in all matters.
10. Valid state driver's license.

**Part V: Desired Qualifications:**

1. Advanced degree in Business Administration, Financial Management, Industrial and Safety Engineering, or related fields.
2. Experience in a public school or public organizational setting.
3. Associate in Risk Management (ARM) or Certified Risk Management (CRM) designation is preferred.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment 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 job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.

Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.