

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Risk and Benefits Manager

QUALIFICATIONS

EDUCATION: B.A. or B.S. Degree or the equivalent experience in risk management, business administration, or a closely related field.

EXPERIENCE: Four years experience in risk management, preferably in a school district, supplemented by coursework, training or workshops in safety, employee benefits, risk management or related fields.

LICENSE: Possess a valid California Driver's License.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. A demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Assistant Superintendent, Business Services or designee, responsible for planning, organizing, and coordinating the District's Risk Management programs, which include but are not limited to the operation of the workers' compensation, property and liability, employee benefits, student accident insurance and safety programs. Provide instruction, supervision, and evaluation of assisting staff and provide leadership for future development and improvement to programs.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcome of the Risk and Benefits Manager's job performance will be as follows:

1. Manage the planning, organization and coordination of the District's insurance programs, including workers' compensation, property and liability, student accident, and health benefit programs.
2. Supervise and evaluate the performance of assigned staff.
3. Compile and analyze data to develop and recommend policies and administrative regulations regarding risk management, workers' compensation, property and liability, and employee health benefit insurance programs.
4. Oversee the maintenance of the workers' compensation, student accident, property & liability claims, and vandalism databases and manage online reporting systems.
5. Maintain and direct the Modified Return to Work Program for workers' compensation, including active participation in the Interactive Process and evaluation of fit-for-duty.
6. Act as the District representative for mediation, depositions, and legal proceedings related to workers' compensation and other claims.

7. Oversee district compliance with all federal, state, and local codes, regulations, and laws (including OSHA, AQMD, and Fire) pertaining to student, employee, and environmental safety.
8. Investigate and analyze accidents involving district employees and students injured while using district equipment or facilities including preparation of materials and evidence for use in hearings, litigation, mediation, settlement, and insurance claim cases.
9. Analyze the District's claims, loss, and accident history and identify methods to eliminate, minimize, or indemnify risks or possible losses.
10. Review and evaluate all district contracts and proposed insurance language for district insurance requirement and compliance.
11. Coordinate and negotiate agreements for outsourced risk management services.
12. Act as liaison and coordinate District insurance programs with representatives of various insurance carriers and Joint Powers Agreement representatives.
13. Oversee site safety inspections for the JPA, SAM, county, and state; develop processes and coordinate remediation.
14. Manage the facilitation of employee and retirement benefits programs, including the administration of open enrollment and participation on internal and external committees.
15. Coordinate the processing of summons, records requests, and subpoenas, and provide necessary information and court appearances as requested.
16. Coordinate the processing of claims against the District according to established procedures including the District's fleet vehicle accident claims.
17. Prepare insurance survey reports for the State Department of Education and other public entities as required.
18. Assist divisions, departments, and school administrators in their accident reporting and accident prevention responsibilities; analyze requirements for safety training and arrange for or conduct such training and administer the online reporting system.
19. Supervise and coordinate investigations and inspections of district facilities, equipment, practice, and records.
20. When assigned, represent the District at meetings with representatives from a variety of public agencies, insurance companies, and risk services firms and serve on a variety of risk management committees.
21. Monitor Air Quality Control District broadcasts and initiate action as required.
22. In conjunction with Maintenance and Operations, manage and facilitate the District's PLC/RISK Management Committee.
23. Manage and coordinate the removal of hazardous materials; monitor the inventory of science labs.
24. Coordinate the certificate of insurance and contracts/agreements that are required for activities and use of facilities.

25. As deemed necessary by the supervisor, establish annual objectives, and gather appropriate data to support annual objectives and job description.
26. Perform other duties as assigned.