

MANAGER, RISK AND LOSS CONTROL

Reports to: Administrator, Internal Services

Division: Administrative Services

Our ideal candidate

You are an innovative professional and team player, with excellent communication skills, and a proven track record of establishing rapport and earning the trust of colleagues and end users with your positive attitude and excellent customer service and results. You collaborate and interact effectively with others. You are an excellent problem-solver, highly responsible, and take ownership of the tasks and responsibilities of the position. You are solutions-oriented and are committed to providing the best service available to the Santa Barbara County Education Office and the school districts it serves.

General description

This position supports Santa Barbara Self-Insured Program for Employees (SIPE) member agencies in effective implementation of their Health, Safety, and Environment (HSE) management programs in accordance with current health and safety legislation; plans, organizes, and consults on member agencies' risk management programs related to workers' compensation, with an emphasis on employee safety and injury and illness prevention programs; and provides support and professional expertise to district safety coordinators.

Specific duties and responsibilities

- Facilitate compliance reviews, general risk assessments, and other safety assessments to support Health, Safety and Environment management in promoting prevention of employee injuries
- Plan, develop, consult on, and recommend policies, regulations, and operational procedures regarding risk management programs
- Encourage implementation of and compliance with risk management policies and regulations
- Conduct research and develop policies, regulations, and standards; inspect facilities and grounds to evaluate conditions affecting worker safety and code compliance code compliance
- Collect and analyze claims data to identify trends and patterns, and make recommendations to member agencies about measures or programs to reduce claims
- Take part in detailed incident investigations and cause analysis
- Provide counsel and advice concerning accident prevention, risk reduction, and loss control
- Support member agencies in the development and presentation of relevant HSE training
- Perform annual safety inspections upon request
- Review all workers' compensation claims filed against member agencies; participate in or review investigations of accidents and injury claims; serve as liaison with third party workers' compensation claims administrator
- Record and maintain monthly AED (automated external defibrillator) inspection records
- Conduct or /facilitate safety training required by OSHA for maintenance and custodial staff, upon request
- Prepare and present reports and information pertaining to risk management, accident prevention, and historical data concerning member agencies member agencies' loss experiences

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- Advise districts regarding new laws, requirements and safety practices
- Chair the SIPE Safety and Health committee, including developing the agenda, engaging speakers, and facilitating the disbursement of funds to member agencies for safety-related projects or purchases, as approved by the committee; serve as advisor to the various district safety committees
- Manage adopted budgets to accomplish risk and loss control objectives and Safety and Health committee programs
- Conduct and perform workstation assessments and ergonomic evaluations at the request of SIPE member agencies, doctors, third party administrator, supervisors, or employees
- Maintain the SIPE website; provide new and updated content for use by member agencies
- Attend workshops and conferences on risk management to stay informed about current laws, trends, and practices
- Provide training and certification on a variety of equipment and skills, including but not limited to: fall protection, respirators, CPR and First Aid, confined spaces, AED, defensive driving, forklift, booms, backhoes, and tractors
- Perform other duties as assigned

Requirements

Education: Possession of a bachelor's degree in business, occupational safety and health, paralegal studies, or related field.

Experience: Four years of experience providing risk management services that included responsibility for two or more of the following: school or industrial workplace safety; environmental safety; workers' compensation administration; ergonomics; and general liability. Additional related experience may be substituted for required higher education on a year-for-year basis.

Knowledge of

- Risk management principles, trends, methods, and procedures
- Applicable state and federal laws pertaining to work-related injury, and employee health standards
- School district liability and safety
- California Occupational Safety and Health Act (Cal/OSHA) Title 8 regulations
- Federal OSHA Code of Regulations
- General Duty clause of the OSH act of 1970
- Industrial standards, including NIOSH, ANSI, and others
- Ergonomic practices and solutions for jobs found in member agencies, including but not limited to office, food service, instructional, and maintenance
- Local public safety and regulatory agencies
- Educational organization policies, regulations, and standards regarding risk and loss control
- Principles and practices of administration, training, and supervision
- Modern office practices, procedures and equipment, including web design and online documentation
- California Department of Motor Vehicle Code regulations for driving



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- Budget management, including monitoring and appropriate use of different revenue streams

Ability to

- Understand and accurately interpret laws, rules, and regulations regarding risk management
- Analyze complex problems, systems, and processes in order to develop effective solutions
- Understand and follow oral and written directions
- Establish and maintain effective working relationships
- Plan and organize work; meet schedules and deadlines
- Maintain records and prepare reports
- Communicate effectively orally and in writing
- Work confidentially and with discretion
- Promote compliance and collaboration with parties over whom one has no direct authority

Licenses and certificates

- Possession of a related certification program, such as Certified School Risk Manager or Associate in Risk Management for Public Entities (ARM-P), is preferred.
- Possession of a valid California driver’s license, safe driving record, and insurance coverage as required by law.

Working conditions

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards. Incumbent may occasionally be required to wear personal protective equipment when performing certain duties or when visiting certain sites.

Local travel by car to a variety of locations countywide, in order to conduct training, testing, and safety reviews, is required.

Management salary range 14

<i>Approved by the Personnel Commission:</i>	Jan. 6, 1988
<i>Revised:</i>	Jan. 19, 2017
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<i>Revised:</i>	June 24, 2021