



## JOB DESCRIPTION

**Position Code:** 416  
**Classified Group:** Supervisors  
**Salary Range:** A-32  
**Work Days:** 260  
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**POSITION TITLE:** Supervisor, Risk Management and Employee Benefits

**DEFINITION:** Under direction, supervises the district's risk management programs (property, liability, workers' compensation programs, special insurance, and miscellaneous coverage) and employee benefits programs (renewals, retiree and active coverage for health, dental, vision, life, COBRA, EAP and wellness, tax sheltered annuities, section 125, open enrollment, deductions, and all related compliance). Acts as the district coordinator for the Americans with Disabilities Act (ADA). Acts as district liaison for the employee benefits committee and safety committee. Supervises loss prevention and employee safety programs (IIPP).

**DIRECTLY RESPONSIBLE TO:** Director of Business Support Services

**SUPERVISION OVER:** Employee Benefits Technician(s), Risk Analyst(s), and other technical and clerical staff as assigned

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Assists in the development, implementation, and monitoring of a comprehensive risk management program, to include supervision of the district's workers' compensation, property and liability claims.
2. Monitors and analyzes the district's insurance needs and makes recommendations for coverage.
3. Coordinates and provides advice concerning exposure identification, loss control techniques, and claims with district management, evaluates contracts and recommend appropriate provisions to ensure loss control.
4. Reviews and analyzes the district's current position for compliance with established codes, laws, and procedures related to general liability, workers' compensation, ADA, and benefits and makes recommended changes to bring the district into compliance.
5. Serves as the district's liaison between Schools Insurance Authority and the district; may serve as an alternative on the board for Schools Insurance Authority.
6. Consults with the district's broker regarding benefit program changes, evaluates proposed changes, and makes recommendations.
7. Supervises all filings necessary for compliance related to the state and federal rules and regulations.
8. Recommends and implements plans and programs for all district risk management and employee benefit activities.
9. Maintains and reviews all records, reports, and files regarding employee and student accident and insurance programs, policies in effect, renewal data, premium claims, insured losses and complete analysis and surveys as required.
10. Supervises the district's IIPP, safety and loss prevention programs.
11. Supervises the restitution and collection efforts.
12. Prepares reports as needed.
13. Performs related work as required.

## **QUALIFICATIONS:**

### Education and Experience:

Education or formal training equivalent to graduation from a two-year accredited college, preferably with a degree in a related field with courses in insurance, safety engineering and risk management or a certificate as a school risk manager or four years of progressively responsible experience in area of risk management.

### Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

### Knowledge, Skills, and Abilities:

- Knowledge of risk management principles and procedures
- Knowledge of state laws relating to workers' compensation, ADA and employee benefit programs, school district liability, and California OSHA
- Knowledge of principles of supervision and ability to analyze complex problems, prescribe and formulate remedial policies and programs
- Knowledge of modern office practices and basic personnel procedures
- Ability to analyze and interpret loss data, program costs, benefit entitlement, and prepare concise reports
- Ability to communicate effectively both verbally and in writing with all levels of district staff, employee representatives, the community, insurance carriers, and attorneys
- Ability to plan, organize, and direct the work of self and others
- Ability to learn computerized systems and continually work toward enhancements
- Ability to work effectively with all levels of district staff, the community, and external agencies
- Ability to compile and prepare accurate reports
- Ability to establish priorities and meet deadlines
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to understand and follow verbal and written instruction
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Maintain consistent, regular and punctual attendance

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor office environments
- Moderate noise
- Continuous contact with staff
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including remaining in a stationary or seated position for long periods of time

- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/22/2017  
Revised: 1/23/2018 (Salary Range)