



JOB DESCRIPTION

Position Code: 509
Management Group: SJAA
Salary Range: 12
Work Days: 225
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POSITION TITLE: Manager, Risk Management

DEFINITION: Under general direction, manages the district's risk management programs including safety, loss control, property and general liability insurance, workers' compensation insurance, ADA compliance (Americans with Disabilities Act), and special insurance programs, including theft, fire, student accident, vehicle, miscellaneous coverages.

DIRECTLY RESPONSIBLE TO: Director, Business Support Services

SUPERVISION OVER: Classified 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 that may be found in positions within this classification.):

1. Manages, trains and evaluates the performance of assigned staff and assists with disciplinary actions and meetings as necessary.
2. Responsible for analyzing and identifying liability, property, and personnel loss exposure risk of the district and developing and evaluating loss control techniques to provide safe and healthful working conditions for district staff and students.
3. Ensures compliance with applicable federal and state legislation, regulations, and case laws and evaluates the impact new and proposed legislation or case law will have upon the district for assigned programs.
4. Serves as a liaison between insurance carriers, claims and other administrators and may serve as the district's representative, or alternate, on the Schools Insurance Authority executive board.
5. Represent the District's interests with brokers, claims administrators, legal counsel, investigators, regulatory and enforcement agencies, insurers, joint powers authorities, parents and the community.
6. Advises district management on loss control techniques, exposure identification, and claims and recommends appropriate provisions to ensure loss control.
7. 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 analyses and surveys as required.
8. Coordinates the processing of claims filed against the district and claims filed on behalf of the district.
9. Analyzes claims and litigation related to risk management and insurance programs, investigates claims, and may represent the district in a court of law or at related meetings.
10. Assists with the management of the District's Cal/OSHA, safety and loss prevention programs, and site-based Illness and Injury Prevention Program (IIPP).
11. Responsible for all filings related to federal and state rules and regulations for compliance purposes.
12. Coordinate restitution and collection efforts.
13. Prepares, analyzes, and maintains a variety of reports, records and files in compliance with applicable regulations and statutes related to assigned activities and personnel.
14. Identifies and reviews staffing needs with department management and participates in the interview and selection process of candidates.

15. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Education or formal training equivalent to graduation from a four year accredited college, preferably with a degree in business or public administration or related field with training in insurance, safety engineering and risk management; four years of progressively responsible experience in the 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, Cal/OSHA, and school district liability insurance
- Knowledge of principles of supervision and ability to analyze complex problems, prescribe and formulate remedial policies and programs
- Knowledge of modern automated office practices and basic personnel procedures
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to establish priorities and meet deadlines
- Ability to analyze, interpret and explain 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, law attorneys, the community and insurance carriers
- Ability to work effectively with all levels of district staff and members of the community
- Ability to understand and follow verbal and written instruction
- Ability to plan and direct work of others
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to maintain consistent, regular and punctual attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Outdoor environment on occasion
- 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 school and facilities to conduct work, including walking, standing, sitting or remaining in a stationary position for long periods of time
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions
- Operate office equipment requiring repetitive hand movement and fine coordination

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: 11/14/2000
Revised: 4/9/2014
Revised: 6/26/2018