LAWNDALE ELEMENTARY SCHOOL DISTRICT
Job Description

SAFETY AND RISK MANAGEMENT COORDINATOR

Department/Division:	**Human Resources**
Reports To:	**Assistant Superintendent, Human Resources**
Classification Status:	**Classified Management**
Date Prepared:	**May 2024**
Board Adopted:	**May 9, 2024**

GENERAL PURPOSE:

Under the direction of the Assistant Superintendent of Human Resources, plans, organizes, coordinates and manages the District's risk management functions, which include, but are not limited to, safety, general liability, workers' compensation and student insurance programs; provides and/or arranges for training for all district Custodians; reviews and analyzes compliance with safety regulations and practices; provides leadership related to the development and improvement of risk management programs; coordinates and leads efforts to identify and mitigate risk in order to protect District interests and resources; coordinates projects, tasks and activities in the Human Resources Division related to risk management and articulation with other divisions, departments, agencies and community stakeholders; oversees and leads the work of the District Safety Committee. Although under the direction of the Assistant Superintendent of Human Resources, this position will require daily collaboration with Business Services for duties that fall under this department.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Administers the Workers' Compensation policies and program.
- Oversees and coordinates workers' compensation claim forms, coordinates documents, follows up with claimant's supervisor, notifies urgent care facility and forwards documentation to district claim agents.
- Coordinates with Human Resources staff to oversee the status of employees who are absent or on modified duty due to work-related injury, managing schedules and tracking modified duty schedules.
- Coordinate and Facilitate Workers' Compensation employee interactive meetings.

- Oversees and leads the work of the District Safety Committee.
- Works with site and department leaders to develop Site Safety Plans and prepares the plans for approval by the District's Governing Board.
- Oversees and coordinates risk management activities within the Human Resources Division related to safety and liability programs.
- Coordinates the implementation of policies, procedures, goals and objectives related to risk management, including analysis of all District contracts.
- Oversees and coordinates liability program activities.
- Coordinates investigative efforts; investigates claims, statements, photos, and records; attends settlement hearings.
- Participates in incident investigations and coordinates the preparation of material and evidence for use in hearings, litigation, and insurance claim cases.
- Oversees and coordinates safety program activities; ensures compliance with Cal-OSHA and related regulations; conducts safety audits; responds to complaints of safety hazards; coordinates and/or facilitates safety training.
- Administers liability insurance program; reviews insurance endorsements, documents, and agreements for terms and conditions; processes insurance requests.
- Monitors program compliance with laws, rules, and regulations related to Safety, Risk Management, Workers' Compensation, and related services.
- Assists in the development and management of the Safety and Risk Management budget to accomplish risk management program objectives and goals.
- Maintains records and develops reports concerning new or ongoing risk management programs and program effectiveness; prepares statistical reports as required
- Monitors program performance; recommends and implements improvements to systems and procedures.
- Oversees all contracts and provides training as needed.
- Attends and participates in professional group meetings as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic school campus safety and cleanliness standards.
- Basic operations, services, and activities of a comprehensive risk management program.
- Principles and practices of safety and liability program development and implementation.
- Principles and practices of employee assistance program development and implementation.
- Recent developments, current literature, and information related to risk management administration.
- Issues and laws regarding workers' compensation and general liability.
- Office procedures, methods, and equipment, including computers and applicable software applications.
- Collaborative management style.
- Labor and Employee relations.
- Employee evaluation processes.

- Principles and procedures of record keeping.
- Principles of basic report preparation.
- Pertinent federal, state, and local laws, codes, OSHA, and Cal OSHA safety regulations.
- Strong interpersonal and communication skills.
- Contracts.

Ability to:

- Coordinate and direct the work of the District Safety Committee.
- Coordinate and direct risk management activities, including safety and liability programs.
- Recommend and implement goals and objectives for providing risk management activities.
- Interpret and explain risk management policies and procedures.
- Conduct safety audits and ensure program compliance with applicable rules and regulations.
- Review and approve a variety of insurance and liability claims.
- Maintain accurate and complete records of risk management activities.
- Prepare clear and concise reports.
- Have a progressive approach to risk management duties.
- Coordinate innovative and creative ideas for training programs related to safety, school cleanliness, and risk management.
- Understand the fiscal impacts of workers' compensation and liability costs on the District budget.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate office equipment, including computers and supporting software applications.
- Adapt to changing technologies and learn the functionality of new equipment and systems. ● Review and approve contracts.
- Other duties as assigned.

EDUCATION/TRAINING/EXPERIENCE:

- Bachelor's degree from an accredited college or university with major coursework in public administration, risk management or a related field.
- Four years of increasingly responsible risk management or insurance experience, preferably including one year of administrative responsibility
- Qualifying experience may be considered in lieu of a Bachelor's Degree.

LICENSES, CERTIFICATES, SPECIAL REQUIREMENTS

Valid Class C California Driver's license, acceptable driving record, and evidence of insurance is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are required to constantly sit for periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel, or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk, bend and stoop, and to grasp, lift, and move records and documents up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, managers, staff, vendors, school administrators, the public, and others encountered in the course of work. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Environment:

School site and district office environment; subject to attending meetings, and driving to various schools to conduct work. The noise level is usually quiet or moderately quiet. The employee may drive to District sites and other locations, attend meetings and provide training at district and at school sites.

Board Policy 4030: The Board of Trustees desires to provide a positive and safe work environment where employees, interns, volunteers, and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.