

## **RISK MANAGEMENT SPECIALIST**

### **DEFINITION:**

Under the direction of the Assistant Superintendent of Business Services, plan, implement, organize and direct the activities and operations of the District's Risk Management program including risk and loss control, Injury and Illness Prevention, Property and Casualty, loss recovery and related areas of risk identified according to District needs, train and coordinate the work of assigned personnel.

### **QUALIFICATIONS:**

**Experience:** Minimum of three years increasingly responsible and varied experience in management, benefits, and/or risk management

**Education:** Bachelor's degree in business administration or a related field preferred; Professional designations (e.g. Certified Risk Manager (CRM) or Certified School Risk Manager (CSRM) preferred.

**Other:** A valid California driver's license

### **DISTINGUISHING CHARACTERISTICS:**

This position is distinguished by the performance of a full range of professional risk management duties as assigned, working independently, applying skills and knowledge to risk management, loss control, and safety protocols. The individual in this role must have excellent verbal and written communication skills, as well as customer service skills. The individual in this position will be privy to highly confidential and sensitive information on internal District matters pertaining to the decision-making process on matters relating to potential and current litigation, and other items of general legal and/or liability concerns.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Assistant Superintendent of Business Services, incumbent will:

- Plan, organize and coordinate the activities and operations of risk management, property/liability insurance.
- Support District staff with American Disabilities Act (ADA), Occupational Safety & Health Administration (OSHA), and Office of Civil Rights (OCR) compliance.
- Assists in developing and implementing proper procedures and policies to implement risk management programs.
- Serve as the District's Injury and Illness Prevention Program (IIPP) administrator, chair District IIPP Committee; monitor and coordinate site-level IIPP programs.
- Identify exposures to loss; develop, implement and evaluate loss control and risk financing techniques.
- Coordinate and conduct training for District administrators and staff on various risk management issues such as accident reports, claims, insurance, and loss control; assist with preparation of training materials.
- Communicate and coordinate with administrators, staff, parent and booster groups, and other outside organizations on activities and high-risk events; secure proper insurance and documentation; resolve issues and exchange information.
- Coordinate with third-party administrators and joint powers of authority on student insurance, certificates of insurance, injury reports, claims, and other areas as needed; control, maintain, and review related records, files, and reports.
- Collect data and required information for annual liability insurance underwriting activities; administer vehicle equipment inventory and coordinate district site appraisals.
- Process, monitor and analyze claims relating to liability, property, and student accident insurance; communicate with claim reviewers and investigators; assist in gathering facts and evidence for investigation purposes regarding property/liability claims; assist legal counsel in gathering materials and evidence for use in hearings, litigation, injury and insurance claim cases.
- Collect police reports, incident reports, witness statements, claims for damages, repair quotes and other related forms for insurance claims.
- Maintain confidential reports and records, including injury information, medical reports, documents for litigation, and other legal records.
- Arrange for restitution when District equipment and property is damaged or stolen.
- Interpret, apply, evaluate, and recommend language for Board Policies, Administrative Regulations and other documents related to risk management, safety, loss control and other areas of potential liability.
- Monitor and evaluate the effect of new and proposed legislation and case law on the District's risk financing and loss control programs and make recommendations for District compliance.

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- Assist Athletic Director with handbook for athletic coaches and extra-curricular activities; update forms related to participation, transportation, field trips, automobile use, volunteers, etc.; provide information for sport and team activities.
- Performs other duties as assigned.

### KNOWLEDGE OF:

- Risk management principles and practices with regard to safety and loss control programs pertaining to property and liability, claims management, emergency/safety programs, student accident insurance and related areas of risk
- Insurance laws, education code, safety programs, and labor laws
- ADA Compliance
- Personal computers and related software, including, but not limited to word processing, spreadsheets, and databases
- State and federal laws related to risk management administration
- Computer based accounting systems and procedures; modern office methods, practices, and procedures, including calculator, computer and printer; correct English usage, spelling, grammar and punctuation
- Interpersonal skills using tact, patience, and courtesy; telephone techniques and etiquette
- Oral and written communication skills

### ABILITY TO:

- Plan, implement, and manage the District Safety and Risk Management program
- Identify risk exposure, analyze loss data, formulate projections, evaluate loss control techniques, and make recommendations for managing risk and limiting exposure
- Interpret, apply, and explain rules, regulation, laws, policies, and procedures
- Perform wide variety of responsible technical work
- Establish and maintain effective work relationships with those contacted in the performance of assigned duties
- Apply pertinent school district policies, laws, rules, and regulations
- Analyze and interpret fiscal records and documents; prepare accurate and complete financial summaries and reports
- Perform research, compiling information from a variety of sources maintaining accurate records and files
- Work independently with minimal supervision
- Analyze situations accurately and adopt an effective course of action
- Meet the public tactfully and courteously and answer questions in person or over the telephone
- Understand and carry out complex oral and written directions

### PHYSICAL REQUIREMENTS:

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.