

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR- RISK MANAGEMENT AND BENEFITS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent- Business Services, plan, organize, control and direct a comprehensive risk management and insurance program; direct and lead committees, training and regulatory compliance programs related to District safety issues; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the District risk management programs including Worker's Compensation, property, liability, student accident insurance and claims, safety and environmental health and employee benefit programs including COBRA; assure compliance with applicable federal, State and local laws and regulations.

Plan, develop and recommend policies, procedures, rules and regulations related to District risk management and insurance programs.

Assess and evaluate District exposure to risk; recommend, implement and monitor risk avoidance, risk transfer, risk sharing and risk financing options for District Worker's Compensation, property, causality and general liability programs, employee and student safety and other exposures through appropriate prevention and loss control programs; communicate with staff to evaluate and recommend employee security practices and procedures.

Develop, manage and administer property and liability insured programs; develop requests for proposals for consultants; review and investigate incident reports and claims; collaborate with third party administrators, legal counsel and investigators; negotiate settlements as required.

Direct and manage the Worker's Compensation program; establish, implement and improve methods of proper reporting, investigating and paying claims and benefits; determine next level of care or employee's ability to return to prior position; coordinate assignments and monitor employees on modified duty.

Receive and forward claims to appropriate third-party claims administrator for handling and adjustment; investigate accidents and claims; prepare and maintain related legal files and records.

Develop, implement and coordinate the District employee and retiree benefits insurance programs, including health, medical, dental, vision, life, long-term care and employee assistance programs; research insurance options; coordinate eligibility and resolve disputes; manage new employee benefit orientation; terminate employee benefit continuation through COBRA and other legal requirements as required; Chair the District Benefits Advisory Committee.

Develop and implement the District annual open enrollment program; prepare related documentation; plan, organize and manage employee information meetings for current and retired employees.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Risk Management and Benefits Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct workshops, seminars and conferences; maintain current knowledge of codes, laws and legislation concerning risk management and safety; serve as the District's Safety Officer.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, codes, rules and regulations governing the administration of risk management and benefits programs, including Worker's Compensation, liability, property, health and welfare and safety.

OSHA regulations and safety inspection methods.

Effective safety programs and loss control.

Analysis of claims data and cost projections.

Principles and practices of insurance and self-insurance, including claims processing and procedures.

Principles, practices and procedures of exposure identification, claims management and risk financing.

Methods, practices, terminology and procedures used in risk management and benefits administration.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize, control and direct the District risk management programs.
- Plan, develop and recommend policies, procedures, rules and regulations.
- Assess and evaluate District exposure to risk.
- Develop, manage and administer property and liability insured programs.
- Develop and implement the District annual open enrollment program.
- Maintain current knowledge of codes, laws and legislation concerning risk management and safety.
- Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in public administration, business administration or related field.

Experience: Five years increasingly responsible experience in the administration of a risk management program including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid Certification in Risk Management, Worker's Compensation or related field issued by an authorized agency is desired.

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office and outdoor environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.