

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

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4615 Risk Management Officer

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JOB TITLE: RISK MANAGEMENT OFFICER

REPORTS TO: Assistant Superintendent of Human Resource Services

SUPERVISES: Office of Risk Management Personnel

NATURE AND SCOPE OF JOB:

The Risk Management Officer is responsible for the management of risks to the school district through insurance and other means to minimize the exposure of the school district to liability.

QUALIFICATIONS:

The Risk Management Officer shall:

1. Hold a Bachelor's Degree from an accredited college or university. (Applicants who do not meet this requirement may substitute additional relevant work experience on a year-for-year substitution.)
2. Have five (5) years of successful experience in the area of risk management, including two (2) years in a supervisory capacity.
3. Have thorough knowledge of the principles and practices of risk or loss control analysis work.
4. Have demonstrated ability in the investigation or analysis of insurance claims, coordinating of insurance and risk management activities, directing the commercial underwriting of property and casualty insurance, and negotiating the settlement of property and casualty insurance claims.
5. Hold and maintain a valid driver's license with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

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10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Official college transcript.
3. A minimum of three letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Risk Management Officer shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

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JOB FUNCTIONS AND RESPONSIBILITIES:

The Risk Management Officer shall:

1. Advise immediate supervisor on all matters and district activities in which the district's insurance policies are affected. Advise the General Counsel as to the status of claims and make recommendations for the settlement of same.
2. Supervise and evaluate the performance of employees with respect to their performance of the work assigned by the Office of Risk Management.
3. Plan, direct, and coordinate the school district's insurance programs for the purpose of controlling financial risk, loss, and liability to the school district.
4. Act as a liaison between the district and administration and employee insurance companies, brokers, claimants, safety committees and other groups in matters relating to insurance and workers' compensation benefits.
5. Formulate and establish procedures for reporting of accidents and claims by such means as in-house investigations of accident circumstances, interviews, hazards identification, and make recommendations for operational changes in order to record accurate accident data for claims processing to detect trends in losses to district property.
6. Analyze and classify losses to the district by reviewing accounting records, operating manuals, narrative reports, inspection reports, engineering reports, claim and loss record histories, and other types of activity reports to determine the sources, frequency, and potential severity of district liability.
7. Establish district-wide objectives, policies, and standards to minimize the potential for financial loss to the district and integrate the objectives, policies, and standards into the district's operations through specific plans and procedures stressing preventative measures for accidental loss and damages. These objectives, policies and standards shall be based on the analysis outlined above.
8. Provide input into the development and implementation of staff in-service programs designed to promote measures to minimize losses to the district.
9. Act as a resource person to the Superintendent of Schools, General Counsel, Budget Director, and Cabinet staff members on all matters and activities affecting the district's insurance policies, including but not limited to types of insurance, cost amounts, premium payments, trends in claims, impact of changes in insurance, and so forth.

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10. Serve as the interface between the district and third party administrators retained by the district to administer worker's compensation and general liability claims.
11. Evaluate all third party administrators and make recommendations based upon their performance and costs as to whether their contracts should be renewed, modified or terminated.
12. Obtain certificates of insurance as required under district leases and contracts and for certain activities.
13. Approve settlements after review by General Counsel.
14. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
15. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
16. Participate in appropriate in-service and workshop programs and attend any required meetings.
17. Use computers and/or electronic equipment to fulfill job functions.
18. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
19. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
20. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION:

The Assistant Superintendent of Human Resource Services shall evaluate the Risk Management Officer in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Dr. Michael Glascoe
Approved

5-31-2007
Date