

DIRECTOR OF RISK MANAGEMENT, WORKERS' COMPENSATION, AND SAFETY

JOB SUMMARY

Under general direction of the Assistant Superintendent, Personnel Services, plans, coordinates, directs, and oversees the District's comprehensive risk management programs, including property and liability insurance coverage, safety and loss prevention, student injury and workers' compensation claims and processes, and emergency preparedness.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other management classes in that the Director of Risk Management, Workers Compensation, and Safety is responsible for planning, coordinating, directing and overseeing the District's comprehensive risk management programs.

SUPERVISION RECEIVED AND EXERCISED

The Assistant Superintendent, Personnel Services provides general direction to the incumbent in this class. Responsibilities include direct supervision of staff.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Plans, coordinates, administers, directs, evaluates and oversees the District's risk management programs including insurance programs, property and liability insurance coverage, safety and loss prevention, student injury and workers' compensation claims and processes, and emergency preparedness;
- Researches, analyzes and interprets information and data related to risk management and loss prevention to determine actions, improve programs and reduce incident rates and related costs of such programs and losses;
- Obtains, analyzes, reviews, processes and follows through with workers' compensation claims, subrogation, student injuries, and district-wide property damage incidents, and makes recommendations for preventing future claims;
- Oversees claim related payments and actions, and recommends claim settlements for the purpose of providing required services to injured parties and efficient utilization of District financial resources and funds;
- Oversees claim and premium payments and internal accounting actions to maintain funds and accounts;
- Develops, implements, updates and evaluates regulations, policies, processes and procedures regarding risk management, workers' compensation, employee health benefits, and safety.
- Analyzes, interprets and implements laws, regulations and policies related to risk management, workers' compensation and health insurance;
- Monitors legislation affecting public liability, workers' compensation, employee benefits and safety;
- Develops, manages and directs the District's emergency preparedness and response program;
- Plans, coordinates and directs the District's self-insured workers' compensation programs, processes and procedures as it relates to required insurance policy acquisitions, and premium and litigation cost containment;
- Develops, coordinates and provides risk management and safety-related training (e.g., seven components of Injury and Illness Prevention), newsletters etc.;
- Acts as property and liability insurance liaison with the community, school staff and business/governmental entities;
- Conducts investigations into public and employee liability claims;
- Represents the District in small claims court system and litigation case management as authorized by the Superintendent and Board of Trustees, and attends court proceeding on behalf of the District;
- Assists in the administration of employee health benefit programs and related work activities;

- Responds to District emergencies as necessary;
- Responds to inquiries and complaints from management, regulatory agencies, parents, employees and members of the community;
- Oversees contract, lease and agreement review for school sites and programs, and the compilation of data for purposes of obtaining insurance coverage regarding general liability, property, fidelity bond, Certificates of Insurance, field trips and student clubs/activities;
- Develops, prepares, tracks and monitors the annual budget for risk management program;
- Coordinates ergonomic assessments for employees and provides appropriate recommendations for action;
- Coordinates and conducts reasonable accommodation meetings and related work activities with administrators and employees;
- Supervises the processing and maintenance of records involving legal actions, liability claims, property damage, personnel and student accidents/injuries, vandalism reimbursement and vehicle accidents;
- Works collaboratively with the city, police department, community, school staff and other District Managers and serves on a variety of risk management related committees and as the liaison between administrators, employees, legal counsel, management personnel, service providers and members of the public;
- Trains, supervises, manages and evaluates the job performance of assigned staff;
- Assists with traffic flow studies of the streets and intersections around schools and District facilities to ensure student safety;
- Prepares various written policies, reports and presentations, including board agendas;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: A Bachelor's Degree in Business Administration, Public Administration or a field closely related to the knowledge and ability requirements of this classification from an institute of higher learning as recognized by the Council for Higher Education Accreditation is required. Associate in Risk Management (ARM) or Certified School Risk Managers (CRM) designation is desired.

Experience: Four (4) years of experience in coordinating risk management programs related to workers' compensation, safety, investigation and adjustment of general property, and/or comprehensive liability claims, including one (1) year of supervisory experience in administering a risk management program, is required. School district or public agency experience is desired.

Knowledge of:

- Principles, methods, procedures, trends and concepts of effective risk management administration;
- Principles, practices and techniques related to loss control and prevention, and risk transfer strategies;
- Applicable federal, state, and local laws, regulations, policies and provisions related to compensation, property insurance and school district liability, Cal-OSHA regulations, and property, employee and student safety, and health insurance and benefits;
- Principles and practices of workers' compensation, insurance, and property liability;
- Principles, practices and methods of personnel management, supervision, training and job performance evaluations;
- Formal English grammar, spelling, punctuation and word usage;
- Principles, regulations and rules of workplace safety;
- Principles, practices and techniques of researching and collecting data, report writing and record keeping;
- Principles and techniques of group facilitation;
- Applicable computer software applications and programs including purchasing systems and Microsoft Office Suite.

Ability to:

- Interpret, apply and adhere to applicable federal, state, local laws, regulations, policies, procedures, standards and codes as it relates insurance programs and liabilities found in public school districts, the settlement of claims, safety and workers' compensation;
- Keep up-to-date and maintain current professional and technical expertise, and knowledge of laws, regulations and practices, related to risk management, safety and workers' compensation;
- Effectively research, gather, organize, analyze, interpret and evaluate information for various purposes such as investigations and resolving problems;
- Recognize and proactively address concerns, problems and issues before escalation;
- Effectively plan, organize and coordinate activities, meetings and/or events;
- Conduct training sessions and disseminate information to administrators and managers on matters concerning risk management and loss control;
- Accurately and effectively determine cost projections, risk analyses and loss prevention;
- Establish and evaluate workplace safety and health policies, procedures and priorities;
- Create professional impact as a positive representative of the District;
- Effectively handle budget and expenditures;
- Establish, tailor, implement and achieve goals;
- Effectively plan and improve work processes, procedures and workflow;
- Effectively plan, manage and oversee projects and work activities to meet timelines;
- Effectively maintain the confidentiality of information;
- Effectively exercise discretion, and ethical and logical judgment, in choosing appropriate courses of action;
- Gather, read, analyze and evaluate complex oral, written and statistical data, technical and financial reports, and legal documents;
- Effectively guide others in workplace safety and health policies, processes and procedures;
- Effectively present and communicate information to others;
- Accurately attend to detailed work;
- Establish and maintain cooperative, working relationships with others;
- Effectively plan and set goals, motivate and lead others, and evaluate and manage job performance of staff;
- Take initiative;
- Effectively handle, respond and adjust to stress and changes at work as well as to competing and/or difficult situations as they arise;
- Effectively work in a team environment;
- Anticipate the needs of customers and provide excellent customer service;
- Diplomatically and effectively answer questions, handle conflicts and improve interpersonally strained situations;
- Effectively facilitate group discussions to make sound decisions;
- Keep stakeholders informed of important information;
- Communicate clearly and effectively, both orally and in writing;
- Operate a variety of office equipment and utilize various computer software applications and programs for database management, spreadsheets, graphics, the preparation of correspondence and reports, etc.;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

Special information:

- Possession of a valid Class C California Driver's License and the ability to travel between job sites is required.

PHYSICAL STANDARDS:

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work Environment: The incumbent works in an office environment. The incumbent also works outdoors and at schools, and may be exposed to fumes, dust, odors, oil/grease and seasonal heat, cold and adverse weather conditions. The incumbent is required to travel to and within offices and school sites to conduct investigations and inspections. The incumbent has direct contact with the public and other employees through telephone, electronic mail and in-person, and thus requires the ability to effectively manage a high volume of work in a fast-paced work environment despite constant interruptions. Negative interactions resulting from these contacts can create stressful situations that are a regular part of the work environment and the job responsibilities. The incumbent must be able to work independently and without direct supervision. The noise level in the incumbent’s work environment is usually moderate.

Physical Demands: Primary functions of the position require physical ability and mobility to work in an office setting as follows: to sit, walk and stand for extended periods of time; to stoop, kneel and twist; to reach and bend at, below and above shoulder level; to lift, move, push, and pull objects up to twenty (20) pounds without assistance; to operate office equipment requiring the use of hands, fingers, repetitive hand movements, and fine coordination to operate a keyboard and other office equipment; to see within normal visual range and hear within normal audio range with or without correction; to communicate orally and in writing to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.

Director of Risk Management, Workers’ Compensation, and Safety Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	
Proposed to the Personnel Commission:	11/13/17