

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: RISK AND SAFETY SUPERVISOR

BASIC FUNCTION:

Under the direction of the Associate Superintendent of Personnel (or designee), perform a variety of risk management and accounting duties relating to the District's insurance programs including medical, dental, vision, workers' compensation, income protection, property and liability and student; promote understanding and utilization of insurance plans and coordinate activities with service providers; provide work direction and guidance to other department employees involved in risk management duties. Coordinate and supervise Safety and Security programs and functions affecting the safety, security, and emergency preparedness of District campuses, facilities, students, staff, and visitors. Implements programs designated to increase safety and decrease violence.

REPRESENTATIVE DUTIES:

Plans, organizes, and coordinates the employee insurance benefit program; including program design analysis, program usage and the investigation of new insurance programs and services that are cost effective and cost beneficial.

Engage employees in a timely good faith interactive process, while meeting the requirements of the Americans with Disabilities Act and California's Fair Employment and Housing Act; review medical notes, prepare physician questionnaires, develop job analysis, collect data, prepare notices in a timely manner and make recommendation to Associate Superintendent of Personnel for reasonable accommodation.

Plan, organize, submit claims, and coordinate the workers' compensation program and serve as a liaison to the program administrators.

Review and approve warrants for payment claims to vendors associated to Risk Management and Safety.

Confer, counsel, and advise district personnel and others, concerning alternative solutions to safety issues and concerns pertaining to employee benefits program.

Provide statistical, financial and other information/data for internal reports and communication to staff or consultants;-prepare reports, graphs and memos independently.

Oversee the maintenance of records, coverage, contracts and manuals relating to the District's Risk Management and Safety programs.

Adhere to legal timelines for claim procedures and calculating benefit amounts.

Plan, organize, coordinate, and conduct personnel orientation and in-service safety training programs.

Coordinate District's Employee Wellness Program, education and activities.

Develop, implement and supervise an in-depth accident/loss prevention program for all District employees and students.

Serves as Chairperson for the Safety Committee; plans, organizes and coordinates the functions and activities of the Safety Committee; which includes, receiving and providing safety related data and information; plan safety inspections and instructional programs; provide information pertaining to new health and safety regulatory matters, and conduct regular monthly meetings.

Investigate all accidents to determine unsafe acts or unsafe conditions that contributed to or caused the occurrence. Make recommendation to supervisors to avoid recurrence.

Coordinate and conduct mandated safety and security inspections/audits of sites and specific troublesome areas to identify unsafe conditions and working practices.

Attend safety seminars and conferences outside the District to maintain currency and to update accident prevention/emergency survival knowledge.

Procure insurance coverage and maintain policies for District liability/property insurance protection, such as: liability, general liability, student sports coverage, boiler/machinery, and property.

Understand, interpret, explain and apply complex law, regulations, policies and procedures applicable to the development and implementation of occupational health and safety, loss prevention, liability investigation and education.

Maintain liaison between District and claimants and insurance carrier and/or attorneys and District.

Work collaboratively with District and site staff to provide students with high quality, safe and productive learning environments.

Collaborate with Director of Student Services the daily operations of sites and departments, pertaining to student safety.

Coordinate District and outside agency response to urgent, emergency and/or safety-related situations at District campuses and facilities.

Coordinate request for records, video recording and other pertinent information.

Work with various managers to coordinate review and update District emergency operation plans.

Serve with Associate Superintendent of Personnel and Director of Pupil Services as a liaison with local law enforcement to coordinate drills and exercises with outside agencies.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, Master Agreements, and related administrative regulations which pertain to the particular assignment.

The Risk and Safety Manager works under the direct supervision of the Associate Superintendent of Personnel (or designee). Supervises and evaluates District personnel under his/her supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Insurance terminology and claims practices.

Basic record-keeping techniques.

Laws, rules and regulations related to assigned activities.

Interpersonal skills using tact, patience and courtesy.

Financial and statistical record-keeping techniques.

Modern office practice procedures and equipment.

Local, county, state and federal safety and security procedures and practices.

Liability insurance, accepting risk management procedures, insurance industry trends and practices, claim litigation and regulatory requirements for safety programs.

Small and large group training development.

Student behavior modification strategies, crowd control procedures, and property protection procedures.

Planning, organization, and direction of campus security activities for a school district.

Applicable sections of State Education Code and other federal, state and county laws, District Personnel policies, collective bargaining agreements, rules and regulations.

ABILITY TO:

Coordinate safety programs.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Develop, recommend, implement and evaluate comprehensive District-wide safety and security programs, including the Crisis Intervention Plan and School Safety Plans.

Exhibit strong organizational, communication, public relations, and interpersonal skills.

Develop, recommend, implement and evaluate comprehensive District-wide loss control programs.

Exercise independent judgement; understand, apply and explain technical policies.

Work collaboratively with others, including district administration and local law enforcement agencies, to develop and implement programs, procedures and processes.

Skilled in public speaking and presentation.

Collaborate with the Director of Facilities/Maintenance and Operations in assessment of facilities preparedness for enhanced security.

Understand and work with security related technology (security cameras and locks, video exporting, access control systems).

Conduct random checks to campuses to assess safety/security preparedness and campus officer effectiveness.

Document and file incident reports to appropriate agencies and offices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree, management, and/or work experience and course work in bookkeeping, accounting and insurance and three years progressively responsible record-keeping experience including one year in an insurance or related function.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment, including on-site inspections and investigations at sites of safety and injury concerns; subject to driving a vehicle to conduct work.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license; a valid CPR and First Aid Certificate

PHYSICAL ABILITIES:

Occasional stress of emergencies, stress deadlines, occasional stress of interpersonal conflict, normal work standard stress, ability to work with interruption, concentrate for long periods of time, reading, interpreting codes, laws, policy, calculate, perform routine math process, memorize and recall objects, people, analyze problems and generate alternatives. Dexterity of hands and fingers to operate office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to proofread documents and typing assignments; sitting for extended periods of time.

Legal Reference:	California Education Code Sections 45103, 45109
Policy Adopted:	June 3, 1992
Policy Revised:	April 4, 1995
Policy Revised:	August 10, 2004
Policy Revised:	May 24, 2011
Policy Revises:	June 26, 2018