

**CLASS SPECIFICATION
Manager, Risk Management**

GENERAL PURPOSE

Under general policy direction, plans, organizes and directs the activities of the risk management department; plans, organizes, implements and administers a comprehensive risk management program for the District; provides expert risk management advice to District management and school site administrators; provides technical information and assistance to District personnel, injured workers, claims administrators and medical and legal professionals; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for directing, managing and integrating the District's risk management programs, including the property and liability self-insured programs, a self-insured workers' compensation program, ADA processes, environmental and safety programs, emergency preparedness program and violence response program. The incumbent ensures the design and implementation of loss control programs to protect the District from exposure to risk that could have adverse consequences to District operations, financial position or community reputation. Responsibilities are broad and diverse in scope and require a high degree of independent judgment and discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Plans, organizes, controls, integrates and evaluates the work of the Risk Management Department; with subordinate staff, develops, implements and monitors work plans to achieve department/site mission, goals and performance measures; directs the development of and monitors performance against the annual department/site budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve District goals, objectives and performance measures consistent with the District's quality and service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations and District classified human resources policies and labor contract agreements.
3. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, organizes, implements and administers the District's comprehensive risk management program; conducts research and detailed and comprehensive analyses in risk management areas, including liability, property, theft, on-the-job accidents and injury, emergency preparedness and workplace and school violence, and recommends means to contain or reduce the incidence and costs of losses, insurance and other expenditures, as well as to fund and manage losses.
5. Develops and administers property and liability insurance programs, including managing the adjudication of claims; determines insured and self-insured coverages; places insurance; develops RFP's for, evaluates and

recommends third-party administrators; reviews and investigates accidents and claims; manages litigation assigned to outside counsel and participates in litigation procedures, including representing District in small claims court, as necessary; recommends and negotiates settlements where authorized to resolve claims; develops and maintains insurance underwriting data; regularly works with and provides requested information to underwriters, legal counsel and brokers/insurers; verifies that contractors employed by the District maintain adequate and appropriate insurance.

6. Directs a workers' compensation program; establishes, implements and improves methods of proper reporting, investigation and payment of claims and benefits; develops RFPs for, evaluates and recommends third-party administrators, legal counsel and investigators for litigated cases; monitors activities of third party administrators; within level of authority, develops and recommends the adjudication of claims, including determining next level of care or determining if an employee is physically able to return to work with or without accommodation.
7. Develops, manages, directs and coordinates the District's safety, emergency preparedness, violence response and environmental programs; ensures District compliance with all applicable federal, state and local safety laws and regulations; directs and monitors training of employees in the proper use, control, disposal and documentation of hazardous materials; reviews and analyzes public and pupil accident reports to determine, recommend and implement future preventive actions; tracks, analyzes and communicates applicable legislative changes; evaluates and directs updates and revisions to current safety and emergency preparedness programs to improve effectiveness and to comply with changes in applicable laws, regulations and policies; inspects District facilities and property to identify potential safety issues and to monitor compliance with safety laws and regulations; assists building and safety inspectors; verifies that playground safety and other mandated inspections are appropriately performed within required time frames.
8. Provides technical expertise, counsel and recommendations to District administrators, bargaining units, vendors or employees in risk management, safety or insurance areas; analyzes and makes recommendations to administrators regarding general insurance contract provisions and exposures, verifies that proper insurance certificates are issued and received and monitors District compliance with insurance contracts; distributes a variety of information; encourages an environment that is sensitive and service oriented to assist employees with questions and concerns regarding workers' compensation and provides counsel, support, direction, information and assistance to employees in need of advice or who are having problems with claims.
9. Completes or ensures that all necessary reports are prepared and distributed and accurate, complete and up-to-date illness, accident and safety records are maintained as required by federal, state and local laws and District policies; organizes and directs annual reporting for self-insured programs as required by the state; fulfills OSHA reporting requirements; directs development of and writes, reviews and revises a wide variety of routine to complex correspondence and reports.
10. Maintains current knowledge of government legislation affecting risk management and safety; attends workshops, seminars and conference.

OTHER DUTIES

1. Serves on a variety of District committees.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods and techniques of developing and administering risk management and loss control programs, particularly as applicable to ensuring adequate general and financial liability protection in a public school district.

2. Practices and procedures for managing, administering, analyzing, adjudicating and litigating claims.
3. Principles and practices of insurance underwriting, safety, security and other loss prevention methods.
4. Federal and state laws and regulations governing risk management, asset protection and workers' compensation.
5. Legal and regulatory requirements for employee safety programs.
6. District policies and procedures for reporting property damage and personal injury.
7. State workers' compensation laws, regulations, procedures and requirements.
8. Methods of identifying exposure to loss and investigating and correcting industrial and environmental hazards.
9. Property, casualty and liability insurance industry trends and practices.
10. Methods and techniques for conducting statistical and financial analyses.
11. Principles and practices of sound business communication.
12. Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
13. Principles and practices of effective management and supervision.
14. District human resources policies and procedures and labor contract provisions.

Ability to:

1. Develop, recommend, implement and evaluate comprehensive District-wide loss control programs, such as safety and accident prevention and property protection.
2. Develop, recommend, implement and evaluate insurance and self-insurance programs.
3. Analyze, classify and rate risks, exposure and loss expectancies; interpret insurance contract language.
4. Conduct research of loss prevention and control issues, evaluate alternatives and reach sound conclusions and recommendations for improvement.
5. Analyze insurance policy provisions.
6. Represent the District effectively in hearings and litigation of claims; negotiate the settlement of claims, with or without legal counsel.
7. Collect, evaluate and interpret data in statistical and narrative form.
8. Understand, interpret, explain and apply complex laws, regulations, policies and procedures applicable to the development and implementation of occupational health and safety, loss prevention and liability investigation and adjudication.
9. Organize and direct group training activities and workshops.
10. Prepare clear, concise reports and other written materials.
11. Communicate effectively, orally and in writing, with individuals and groups.
12. Design, install and maintain accurate files and record systems.
13. Exercise sound judgment within established guidelines.

14. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers and listen, with empathy, to concerns of employees, managers and others affected by risk management activities.
15. Establish and maintain effective working relationships with District managers and administrators, representatives of other governmental agencies, insurers, vendors, third-party administrators, employers and others encountered in the course of work.

Education, Training and Experience:

Graduation from a four-year college or university with a major in public administration, business administration, risk management or a closely related field and at least six years of progressively responsible professional experience in the administration of comprehensive risk management and loss control programs, at least two years of which were in a supervisory or management capacity. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, board members, faculty, staff, representatives of other agencies, attorneys, insurance representatives, medical personnel, claims agents and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approved: 2/15/2007

Effective: 7/1/2007