

MANAGEMENT JOB DESCRIPTION

BENEFITS/RISK MANAGER

JOB SUMMARY:

Under administrative direction from the Assistant Superintendent for Human Resources Services and Support, plans, coordinates, and directs the Chula Vista Elementary School District's Risk Management Program including the areas of workers' compensation, group health, safety, and public liability.

ESSENTIAL JOB FUNCTIONS:

- Performs independent technical duties in the administration of the District's Risk Management programs.
- Oversees third party administration of workers' compensation claims, which includes interviewing injured workers as necessary, coordinating with administrators and lawyers, and counseling District personnel as respect to workers' compensation laws and procedures.
- Performs liaison functions between administrators, employees, lawyers, management personnel, service providers, and members of the public.
- Conducts investigations into public liability claims. Attends court proceedings on behalf of the District.
- Serves as District representative on the Joint Powers Authority for property, liability, and workers' compensation excess insurance, and the San Diego County Schools Benefits Consortium.
- Establishes, maintains, and inservices employees in safety-related programs; such as, the District's Emergency Preparedness Procedures, Bloodborne Pathogens, and Injury & Illness Prevention.
- Directs all employee benefit programs, including accounting and technical data for all active and retired employees.
- Counsels employees/retirees and their dependents and/or beneficiaries relative to District insurance plans.
- Monitors all legislation affecting public liability, employee benefits, workers' compensation, and safety.
- Develops policies and administrative regulations regarding employee benefits, safety, workers' compensation, and any other related issues.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of principles and practices of risk management; labor and education codes relating to school districts; familiarity with claims processing in all areas of risk management; knowledge of typical industrial illnesses, injuries, and accidents; general knowledge of the OSHA General Industrial Safety Orders; employee health and welfare benefit programs; employer-employee relations, including the collective bargaining process; and selection, supervision, training, and evaluating of assigned staff.

- Ability to communicate orally and in writing; ability to be effective when dealing with all people, including employees suffering from illnesses or injuries; ability to work independently and manage a large caseload; ability to present ideas and concepts persuasively; ability to interpret, apply, and explain laws, codes, regulations, policies, and procedures; and ability to establish and maintain cooperative professional working relationships in the performance of position responsibilities.
- Evidence of successful experience in performing the typical tasks enumerated for this position with increasing responsibility in the management and operation of a risk management program.
- An Associate in Risk Management and/or certification as an Employee Benefits Specialist is highly desirable.

Management Salary Schedule: Range K
BOARD APPROVED: