

CLASS SPECIFICATION

Supervisor, Risk Management

GENERAL PURPOSE

Under the general direction of the Chief Business Official or designee, plans, organizes, implements, and supervises the activities of the Risk Management Department; plans, organizes, implements, and administers a comprehensive risk management program for the District, including liability and property self-insured programs, safety and loss control programs, a self-insured workers' compensation program, health and welfare benefits, and other programs related to employee and pupil safety; coordinates committees and training related to District safety issues; directs regulatory compliance programs; trains, assigns, and evaluates the work of assigned personnel; ensures compliance with the Americans with Disabilities Act for employees; 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 supervising, managing, and integrating the District's risk management programs, including the property and liability program, 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, requiring 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; manages and supervises 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, establishing performance requirements and personal development targets. Provides leadership to develop and retain highly competent, service-oriented staff through effective selection, training, day-to-day management practices, and fostering a positive employee relations environment. Regularly monitors performance and addresses deficiencies, up to and including disciplinary action or termination, in accordance with applicable laws, regulations, policies, and labor contract agreements.
3. Manages the District's comprehensive Risk Management and Safety Program. This includes planning, organizing, and implementing efforts across areas such as liability,

property, theft, workplace accidents and injuries, emergency preparedness, illness prevention, and school safety. The role involves conducting detailed analyses to recommend and implement strategies for containing and reducing the incidence and costs of losses, as well as managing loss funding and insurance expenditures.

4. Manages safety, emergency preparedness, violence response, and assists with environmental compliance programs. This involves ensuring full compliance with all applicable federal, state, and local laws; assisting with employee training on hazardous materials handling; analyzing accident reports to implement preventive measures; tracking legislative changes; and continuously evaluating and revising programs to improve effectiveness and compliance. The role requires inspecting District facilities to identify potential safety hazards, assisting building and safety inspectors, and verifying the timely completion of mandated safety inspections (e.g., playground safety).
5. Supervises property and liability insurance programs, including managing the adjudication of claims; determines insured and self-insured coverages; reviews and investigates accidents and claims; participates in litigation procedures, including representing the District in small claims court as necessary; 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; determines insured and self-insured coverages, places insurance, and recommends third-party administrators. Manages restitution and subrogation efforts to recover costs from third parties responsible for losses.
6. Conducts ergonomic assessments of workstations and work processes to identify and analyze risk factors. Collaborates with vendors to propose and implement practical solutions, including adjustments to equipment, layout, and work practices, that mitigate hazards. Develops and delivers training programs for employees on ergonomic principles and safe work habits. Collaborates with various departments, including Human Resources, Purchasing, and Facilities, to integrate ergonomic principles into the workplace. Documents assessment findings, presents recommendations, and monitors the effectiveness of implemented solutions. Stays up-to-date on the latest ergonomic regulations and best practices to ensure optimal workplace conditions.
7. Leads and/or participates in interactive meetings with employees, administrators, and Human Resources to discuss and review employee work restrictions. Assesses and analyzes work restrictions and accommodation requests to determine feasibility and compliance with company policies and legal requirements. Collaborates with relevant representatives to brainstorm and identify reasonable accommodations that enable employees to perform their essential job functions while adhering to their medical restrictions. Accurately documents all meeting discussions, decisions, and action items related to accommodations. Ensures clear and timely communication of outcomes to all parties involved. Serves as an expert resource on accommodation best practices and compliance with regulations like the Americans with Disabilities Act (ADA). Tracks the implementation of approved accommodations and conducts follow-up meetings as needed to ensure solutions remain effective and appropriate.
8. Conducts on-site safety walkthroughs to identify and document potential hazards and unsafe conditions. Communicates findings and provides actionable feedback and recommendations to site administrators. Collaborates with site leadership to develop and implement corrective action plans, ensuring that all safety issues are promptly resolved. Engages with employees to promote a proactive safety culture, maintains detailed records of all inspections, and verifies that all sites are in compliance with relevant safety regulations and policies. Assists with scheduled and unscheduled fire inspections at school sites. Accompanies fire marshals and inspectors during on-site walkthroughs to provide

information, address questions, and document findings. Reviews and interprets fire inspection reports to identify deficiencies, violations, and required corrective actions.

9. Supervises the workers' compensation program; establishes, implements, and improves methods of proper reporting, investigation, and payment of claims and benefits; monitors activities of third-party administrators; within the level of authority, develops and recommends the adjudication of claims, including determining next level of care or assessing if an employee is physically able to return to work with or without accommodation.
10. Provides technical expertise, counsel, and recommendations to District administrators, bargaining units, vendors, or employees in risk management, safety, or insurance areas; 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.
11. Completes or ensures that all necessary reports are prepared and distributed and that 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; writes, reviews, and revises a wide variety of routine to complex correspondence and reports.
12. Maintains current knowledge of government legislation affecting risk management and safety; attends workshops, seminars, and conferences.
13. Assists with preparing the annual budget for the risk management functions of the District; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines.

OTHER DUTIES

1. Serves on a variety of District committees.
2. Facilitates the District's Safety Committee or other related Risk Management committees.
3. Assists with the coordination of safety trainings.

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.
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 is preferred. At least five years of progressively responsible professional experience in the administration of a comprehensive risk management and loss control program, at least two years of which were in a supervisory or management capacity, is preferred. Experience in a public agency is preferred.

Licenses, Certificates, and 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. Certified Ergonomic Assessment Specialist (CEAS) required within the first six months of employment. Certified School Risk Manager (CSRM) preferred. Risk Management Practitioner (RMP) preferred.

PHYSICAL AND MENTAL DEMANDS

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 or digital device; 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.

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