



For the future of every student

CLASS TITLE: DIRECTOR-RISK MANAGEMENT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Business Services, plan, organize, control and direct risk management operations and activities for the District including employee benefits, Workers' Compensation, safety, property and liability, loss control and insurance programs and functions; coordinate and direct communications, personnel, resources, inspections, benefit plans and information to meet District needs, minimize financial exposure and enhance employee, student and public safety and well-being; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct District risk management operations and activities including employee benefits, Workers' Compensation, safety, property and liability, loss control and insurance programs and functions; establish and maintain related time lines priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, personnel, resources, inspections, benefit plans and information to meet District needs, minimize financial exposure and enhance employee, student and public safety and well-being; develop and implement risk management and employee benefits programs, services, projects, functions, goals, plans, strategies, objectives and activities.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; coordinate and conduct training activities.

Coordinate and assure proper processing of claims for health benefits and related insurance programs; maintain, reconcile and balance insurance accounts; monitor and assure cost-effectiveness of the District's employee benefits programs; confer with brokers, carriers, attorneys, consultants and administrators to research, evaluate and negotiate insurance plans, premiums and options.

Direct and participate in the review, processing and evaluation of Workers' Compensation claims; assure validity of and proper reporting of claims and approve settlements as appropriate; negotiate legal issues with attorneys; plan, develop and implement strategies for trials and pre-trial hearings; coordinate and assure proper disbursement of related benefits and leave.

Develop and implement strategies to minimize risk by projecting potential losses to the District and determining appropriate response to identified risks; compile and analyze risk management data; oversee the investigation of liability issues; implement related corrective actions, preventative measures and methods to reduce and eliminate exposure to losses and risks.

Develop and maintain District safety programs; provide technical direction for safety-related matters and hazard assessment; investigate accidents, property and liability claims, and occupational and safety hazards; inspect facilities for compliance with health and safety mandates; identify and assure proper correction of response to risks and safety hazards; coordinate related training programs.

Assist with planning, coordinating and overseeing responses to liability and Workers' Compensation claims filed against the District; conduct claims evaluations and approval or recommended settlement or litigation options based on interpretation and application of established laws and investigative results; recommend payment of claims as appropriate.

Review, evaluate and provide technical recommendations concerning District-wide programs related to student and staff safety; provide direction to schools in maintaining safety operations and advise site administrators concerning appropriate safety procedures; advise District administrators concerning school traffic issues and hazards.

Direct and participate in the preparation and maintenance of various narrative and statistical records, reports and files related to injuries, safety, hazards, Workers' Compensation, liability, claims, insurance and assigned activities.

Coordinate and direct benefit enrollment activities for District employees; assure proper enrollment, adding and deletion of employees to and from various benefit plans; direct and assure proper processing and evaluation of enrollment and claim forms and paperwork.

Assist in the development and preparation of the annual preliminary budget for risk management functions; review and evaluate related budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Assistant Superintendent-Business Services concerning risk management and employee benefits programs, functions and related activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with personnel, administrators and various outside organizations to exchange information, coordinate activities and resolve issues or concerns; coordinate with City and County authorities in the areas of emergency preparedness, hazardous events and general emergencies.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Prepare, develop and update various plans, forms, policies and procedural documents such as the Injury & Illness Prevention Plan, Workplace Security, Hazardous Communications and Code of Safe Practices.

Coordinate and direct the disposal of waste and hazardous materials in accordance with established laws, regulations and safety requirements.

Plan, organize and direct activities to assure District preparedness for emergencies and disasters; prepare and maintain the District's Emergency Response Plan.

Maintain current knowledge of laws, codes, regulations and pending legislature related to risk management activities; modify programs, functions, policies and procedures to assure compliance with local, State and federal requirements as appropriate.

Attend and conduct various meetings as assigned; serve as a member on various boards and committees.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of risk management operations and activities for the District including employee benefits, Workers' Compensation, safety, property and liability, loss control and insurance programs and functions.

Principles, practices, procedures and terminology used in health and welfare benefits administration.

Risk management, exposure identification and loss control principles, strategies and techniques.

Safety inspection and accident investigation practices and procedures and related corrective actions.

Corrective and preventative measures used in minimizing risk and enhancing safety.

Employee benefit packages and insurance programs.

Workers' Compensation requirements, practices and procedures.

Policies and objectives of assigned programs and activities.

Processing and evaluation of Workers' Compensation and various insurance claims.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Budget preparation and control.

Oral and written communications skills.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct risk management operations and activities for the District including employee benefits, Workers' Compensation, safety, property and liability, loss control and insurance programs and functions.

Coordinate and direct communications, personnel, resources, inspections, benefit plans and information to meet District needs, minimize financial exposure and enhance employee, student and public safety and well-being.

Supervise and evaluate the performance of assigned personnel.

Develop and implement risk management and employee benefits programs, services, projects, functions, goals, plans, strategies, objectives and activities.

Coordinate and assure proper enrollment of employees and processing of claims for health benefits.

Review, analyze, process and determine appropriate response to Workers' Compensation and property and liability claims filed against the District.

Plan, organize and direct the development and implementation of strategies to minimize risk by projecting potential losses to the District and determining appropriate response to identified risks.

Determine claim legitimacy and recommend or approve settlement or litigation options based on interpretation and application of established laws and investigative results.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: bachelor's degree in public

administration, business administration, human resources or related field and five years increasingly responsible experience working with risk management, safety and employee benefits programs including work with claims processing, loss prevention or insurance administration.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Walking during inspections.

Approved by Personnel Commission: 09/19/2007