

## RISK MANAGER

### JOB SUMMARY

Under the direction of the Associate Superintendent of Business, the Risk Manager develops, implements and evaluates the District's risk programs, including insurance policies and claims, safety, and compliance with state and federal laws. This position also serves as the Title II Coordinator for the District.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS

- Plans and implements programs to minimize risk-related costs experienced in normal operations and for complying with state and federal programs mandating safety requirements.
- Implements long and short-range plans and programs (e.g., safety and accident reduction, periodic risk assessment analyses) to ensure the District's resources are effectively used.
- Manages the District's insurance needs, including property, liability and student accident insurance. Develops coverage conditions and specifications for brokers.
- Manages and processes claims against the District in accordance with the Government Claims Act and procedures of the Joint Powers Authority (JPA) or insurers.
- Manages and processes claims against the District in accordance with state and federal laws related to Title II of the Americans with Disabilities Act.
- Receives and investigates complaints under Title II, conducts required program review, coordinates accessibility improvements with appropriate departments, acts as the point of contact for the public regarding equal access, and ensures reporting and record keeping requirements are met.
- Under administrative direction, coordinates the review, selection, and negotiation of claims administrators and insurance brokers and participates in the settlement of claims.
- Implements assigned phases of the District's risk and safety programs (e.g., conducts risk analysis and risk classification studies, and coordinates safety committee activities) to minimize the District's losses due to liability.
- Prepares various documents, (e.g., risk analyses and assessments, contract specifications) to provide necessary information to state and federal agencies and appropriate District personnel and/or to develop contract specifications.
- Presents various programs (e.g., risk reduction strategies) to inform staff of appropriate procedures and safe practices.
- Investigates accidents, security incidents, property losses and other occurrences; travel to various sites to interview individuals, analyze situations and recommend appropriate action.
- Inspects facilities and grounds to evaluate conditions related to safety and risk management control and makes recommendation for remediation/corrective action.
- Coordinates ergonomic evaluations
- Manages the District's Hazardous Waste Program, Injury and Illness Prevention Program (IIPP) and Workplace Violence Prevention Plan, including the development, implementation, and maintenance of the programs/plans, to include required record keeping, reporting and training of staff.
- Coordinates the District's Disaster Preparedness program, including coordination of the Emergency Operations Center.

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- Implements programs to maintain compliance with federal, state, and local safety programs, including CalOSHA and EPA regulations.
- Attends and facilitates various meetings to address liability concerns and provide and receive information.
- Performs other job-related duties as assigned to ensure the efficiency and effectiveness District risk programs.

## **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Applicable laws, codes, regulations, policies, and procedures.
- Principles of safety and environmental health.
- Principles of hazardous materials management.
- Principles of insurance, business, public administration, and claims handling techniques.
- Emergency response procedures and coordination.
- Oral and written communication skills.
- Principles and practices of effective administration and training.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Health and safety regulations.

### **ABILITY TO:**

- Assure protection of the District's human, financial, and physical resources against unreasonable loss.
- Analyze and interpret data from insurance documents, statutes, government codes and consensus standards. Identify various types of risk exposures, assess hazard level, and make appropriate recommendations.
- Operate various testing and office equipment as assigned.
- Conduct physical inspections.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in safety/health management, risk management, business administration, public administration or related field and three years' increasingly responsible experience in risk management, risk analysis or loss control. Experience in a school district or public entity is preferred.

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**DISTINGUISHING CHARACTERISTICS**

The Risk Manager classification is responsible for managing the District’s Risk Management Programs, assuring protection of the District’s human, financial, and physical resources against unreasonable loss by controlling conditions that cause accidental losses and financial losses.

The position differs from the Loss Control Analyst position in that it has further responsibility to manage the District’s programs, including leading committees, programs and plans necessary to ensure District compliance with State and Federal laws, risk mitigation, insurance claim management and investigation, and training of district personnel.

**REQUIRED TESTING**

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

**LICENSES/CERTIFICATES**

Valid California driver’s license

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

- Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet

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Occasionally/Frequently      handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

Hazardous waste and chemicals.