

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR II – RISK MANAGEMENT**

#### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent of Business Services and Facilities, or designee, oversee, support, plan, organize and direct the activities and operations of the District's Risk Management Department, including but not limited to programs related to General Liability, Workers' Compensation, Injury and Illness Prevention, Property and Casualty, Safety, Title II, loss recovery and other related areas of risk management, in alignment with the District's strategic plan and equity policies.

#### **ESSENTIAL FUNCTIONS:**

Oversee, plan, organize, direct and support all activities and operations of the Risk Management Department.

Serve as District's Title II Compliance Officer, including ensuring compliance with state and federal law, Board Policies, Administrative Regulations, and Collective Bargaining Agreements related to the management of risk.

Administer and direct both District-wide and site-based programs related to Comprehensive Safety Plans; Illness and Injury Prevention Programs; Workers Compensation; Loss Control; Reasonable Accommodations; ADA Compliance; drug and alcohol testing program for commercially licensed drivers; Workplace Violence Prevention Program, and other programs that manage risk.

Direct, coordinate, and provide advice to diverse stakeholders concerning liability exposure identification, loss control techniques, claims and risk financing strategies. Make recommendations to improve safe and healthful working conditions for students and staff of the District, as needed.

Interview and select employees for hire; train assigned personnel, evaluate the work performance of assigned personnel; and make recommendations related to transfers, reassignment, and disciplinary actions in accordance with state and federal law, Board Policies, Administrative Regulations; and applicable collective bargaining agreements.

Serve as a liaison between insurance carriers, claims and other administrators, and appropriate District staff related to tort claims and safety hazards. Represent the District's interests with brokers, claims administrators, legal counsel, investigators, regulatory and enforcement agencies, insurers, joint powers authorities, parents and the community.

Monitor and evaluate the effect of new and proposed legislation and case law on the District's risk financing and loss control programs and make recommendations for District compliance.

Prepare and maintain a variety of reports, records and files in compliance with applicable regulations and statutes related to assigned activities and personnel; manage the administration of claims in-house or by third party administrators and insurers; assure accurate and complete record keeping; analyze and create reports on insurance market trends, loss statistics and accidents, provide recommendations as needed.

Evaluate and ensure appropriate risk financing including forms of retention, transfer and hybrid financing; evaluate contracts and recommend appropriate provisions to ensure adequate transfer for loss control and risk financing.

Interpret, apply, evaluate and recommend language for Board Policies, Administrative Regulations and other documents related to risk management, safety, loss control and other areas of potential liability.

Direct, coordinate and conduct workshops for District administrators and staff on various Risk Management issues such as safety, disability discrimination, Workers' Compensation and loss control.

Lead the development of comprehensive safety and security plans for all campuses, facilities, and district events. Work in conjunction with Safe Routes for Schools Coordinator to review traffic plans and mitigate risks to students.

Arranges for restitution when District equipment and property is damaged or stolen.

Serve as the District's Injury and Illness Prevention Program (IIPP) administrator, chair District IIPP Committee; monitor and coordinate site-level IIPP programs.

Develop and prepare the annual preliminary budget for the Risk Management Department; control and authorize expenditures in accordance with established limitations.

Serve as the Risk Management liaison to relevant and associated departments (e.g. Human Resources, Educational Services, etc.) on matters that require cross-departmental collaboration, including but not limited to:

- Coordinate with Human Resources and other departments to identify patterns related to employee matters (e.g. attendance, interactive process)
- Collaborate with other departments such as Human Resources and Payroll to look into workplace compensation claims and share relevant information with appropriate parties.

Lead the Districts' Interactive Process to explore reasonable, short-term, temporary accommodations for applicable employees.

Perform complex purchasing activities and research; develop contracts for the more complex District projects.

Manage accounts and services such as leases, contracts, maintenance agreements and license renewals.

Assure fiscal accountability of District contracts, leases and agreements. Review contracts for indemnification, liability exposure, and risk transfer provisions.

Provide technical expertise, information and assistance to the supervisors regarding all activities; assist in formulating and developing policies, procedures and programs to assure an economical, safe and efficient work environment.

Communicate with other administrators, personnel, outside organizations and the community to coordinate activities and programs, resolve issues and conflicts and exchange information.

Engage families, community members, and students in safety education and preparedness efforts.

Set performance expectations and ensure alignment with district goals.

Provide reports and briefings to Cabinet and the Board of Education.

Lead planning, developing, implementing and maintaining appropriate Risk Management Programs designed to minimize exposure to liability and loss of property claims and to promote safe working conditions for the employees and students of the District.

Perform research and develop statistical analysis of the District's accidents, claims, property and liability loss histories.

Make recommendations for specific Risk Management Program improvements.

Work with District staff to develop Environmental Compliance Plans and Notices as they relate to hazardous waste, asbestos, air and water quality.

Prepare, organize and submit all accident and property loss claims to the broker of record.

Develop analysis of all District-wide and site-based Risk Management programs and prepare recommendations for the most effective forum to be used to implement these programs.

Develop, Implement, and Monitor the District's Workplace Violence Prevention Program.

Other related work, as assigned, supports the overall objective of the position.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organizing and directing projects and activities.

Methods, materials, tools and terminology used in school business operations.

Cost estimates and specifications.

Budget preparation and control.

Financial analysis and projection techniques.

Financial and statistical record-keeping techniques.

Principles, practices and trends pertaining to Risk Management.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Modern office equipment, including computers and application software.

Applicable laws, codes, ordinances, regulations, policies and procedures.

Public bid, contracts, E-rate and purchasing principles and practices.

**ABILITY TO:**

Plan, organize, control and direct projects.

Train and provide work direction to others; supervise the performance of assigned personnel.

Review plans, inspect projects, conduct investigations and provide recommendations related to various operational activities.

Coordinate a Risk Management Loss Prevention Program.

Interpret construction specifications, architectural drawings, diagrams and schematics.

Communicate effectively both orally and in writing.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships.

Use independent judgment and discretion.

Lift, carry, push and/or pull items with a strength factor of light work.

Exchange information in person and on the telephone.

Read a variety of materials.

Work with a video display terminal for prolonged periods.

Operate equipment and perform the necessary functions of the position.

Bend at the waist, kneel or crouch.

Sit or stand for extended periods of time.

Climb a step stool/ladder and reach horizontally or above the shoulders

**EDUCATION AND EXPERIENCE REQUIRED:**

Five (5) years of experience in business administration, accounting, finance, human resources or a related field or bachelor's degree or higher from an accredited college or university in business, education, or a related field is required.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

Personal transportation for job-related travel.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

This position will primarily include an indoor office environment.

**BOARD APPROVED:** March 10, 2026