

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

MANAGER OF RISK MANAGEMENT

PRIMARY FUNCTION:

Under general direction, plans, organizes and directs risk management programs and services, including loss prevention and claims administration for workers compensation, liability insurance, property claims, bodily insurances, and student accident insurances; serves as the District's Safety Officer; plans fire, theft, district safety programs and services including OSHA, safety training, emergency response and preparedness, and transportation safety training. Supervise employee benefit programs, i.e. health & welfare, dental, vision, life insurance, and retirees. Reviews district contracts for accuracy.

RESPONSIBLE TO: Assistant/Associate Superintendent of Business Services or Designee.

MAJOR DUTIES AND RESPONSIBILITIES:

Manages, directs and integrates the District's risk management insurance programs, including the property and liability self-insured programs, self-insured workers' compensation program, a variety of safety and loss control programs.

Processes claims relating to liability, bodily injury, fire and property losses.

Conducts research and detailed comprehensive analyses including liability, property, theft and on-the-job accidents and injury.

Analyzes and interprets the provisions of insurance policies and recommends various insurance programs.

Recommends ways to contain or reduce the incidence and costs of losses, insurance and other expenditures, as well as to fund and manage losses.

Evaluates and recommends third-party administrators; reviews accidents and claims; participates and represents the District in litigation procedures. Makes recommendations regarding claims and helps negotiate District settlements where authorized. Maintains insurance underwriting information and works with underwriters and legal counsel to resolve matters.

Directs self-insured workers' compensation program; establishes, implements and improves methods of proper reporting, investigating and processing claims. Manages return to work program including modified duty and helps determine if an employee is physically able to perform essential functions. Verifies that contractors employed by the District maintain adequate and appropriate insurance.

Directs and monitors training of employees in proper use, control, disposal and documentation of hazardous materials. Reviews accident reports to determine, recommend and implement future preventive actions.

Inspects District facilities and property to identify potential safety issues and monitor compliance with safety laws and regulations. Works with building and safety inspectors; verifies that playground safety and other mandated inspections are appropriately performed within required time frames.

Provides technical expertise in risk management, safety or insurance areas to District leaders.

Provides leadership and works with department managers to identify and address safety issues in a timely manner.

Supervise work related to the application, interpretation, and maintenance of employee benefit programs offered by the district, i.e. health & welfare, dental, vision, life insurance and retirees.

Reviews the district contracts for accuracy.

Ensures that all necessary reports are prepared and distributed as required by Federal, State and local laws and District policies. Organizes and directs annual reporting for self-insured programs including OSHA.

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MAJOR DUTIES AND RESPONSIBILITIES (cont):

Maintains knowledge of legislation affecting risk management and safety. Reviews and updates Board policies related to risk management. Attends workshops, seminars and conferences.

Responsible for AHERA Asbestos program and Hazardous Materials Compliance

Performs other related duties.

MINIMUM QUALIFICATIONS:

Experience: A minimum of three years of demonstrated expertise in workers' compensation programs and risk management in a management capacity; or a combination of education, training and experience that produces the requisite knowledge and ability to perform the job. Experience working in a school district or public agency is preferred.

Education: A degree from a four-year college or university in a closely related field.

Knowledge of: Laws, codes, rules and regulations governing the administration of risk management including workers' compensation, school district liability, property, safety, District's policies, and Cal/OSHA. Principles and practices of insurance and self-insurance, including claims negotiation and settlement. Modern office practices, procedures and equipment. Effective management and supervision skills. Oral and written communication skills including report writing.

Ability to: Coordinate the District's risk management programs including workers' compensation, property, liability, safety, and loss prevention. Understand, interpret, apply laws, rules, regulations, codes, policies, and procedures related to area of responsibility. Communicate clearly and concisely orally and in writing. Organize and direct group training activities and workshops. Establish and maintain cooperative working relationships with attorneys, insurance representatives, medical personnel, claims agents and others. Establish priorities and exercise sound judgement. Use tact, discretion and diplomacy in dealing with sensitive situations. Operate computer and other standard office equipment. Select, train, supervise and evaluate personnel as applicable

PHYSICAL EFFORT/WORK ENVIRONMENT: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under minimal temperature variations and a generally hazard free environment. The physical requirements of a Manager of Risk Management include:

1. Physical and mental stamina to perform the duties and responsibilities of the position
2. Manual dexterity sufficient to write, use the telephone and business machines
3. Vision sufficient to read printed materials and computer screens
4. Hearing sufficient to communicate in person and hold telephone conversations
5. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
6. Physical ability to push/pull, squat, twist, turn, bend and to reach overhead
7. Physical mobility sufficient to move about the work environment (office, district, school site to site), drive an automobile and to respond to emergency situations
8. Physical strength sufficient to lift 25 pounds
9. Ability to sit for prolonged periods of time
10. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments

THE BOARD OF TRUSTEES DESIGNATE THIS POSITION AS CLASSIFIED MANAGEMENT.

The work year for this position is 221 days

Board Approved: 01/12/2022