



## PERSONNEL COMMISSION

**Class Code: 0578**  
**Salary Range: 55 (M2)**

### RISK MANAGEMENT DIRECTOR

#### JOB SUMMARY

Under general direction, to plan, organize, and direct the District's risk management program in the areas of workers compensation, health and welfare benefits, property and liability and insurance programs of the district; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, develop, and recommend policies, regulations, and operational procedures related to the District's risk management program including the areas of workers compensation, health and welfare benefits, property and liability and insurance programs. **E**
- Direct the work of the District's workers compensation program, including supervision of claims administration, payment of temporary or permanent disability benefits, rehabilitation, and employee safety programs related to CAL/OSHA requirements. **E**
- Draft and recommend budgets related to risk management and insurance coverages. **E**
- Conduct studies or related research activities to ensure adherence to appropriate risk management legal mandates, policies, regulations, and district standards or needs. **E**
- Direct preparation of records and reports necessary to develop experience-cost-analysis and safety loss prevention summaries for guidance of management. **E**
- Prepare and present reports and information related to risk management, accident prevention, and district loss and claims experience. **E**
- Review and analyze district insurance costs, loss, claims experience, accident history, and make recommendations for appropriate risk management programs and cost reduction through such actions as changing carriers, pools modifying bidding procedures, changing specifications, educational programs, safety committee activities, etc. **E**
- Set up and maintain appropriate data storage and retrieval systems for management of risk related information. **E**

- Inspect facilities and grounds to evaluate conditions affecting safety and risk management control. ***E***
- Provide counsel and advice to operational units concerning accident prevention, risk reduction, loss control and state and federal employment requirements on testing for substance and alcohol abuse. ***E***
- Investigate and evaluate risk management related claims against the district. ***E***
- Participate in the investigation of incidents and coordinate the preparation of material and evidence for use in hearings, litigation, and insurance claim cases. ***E***
- Provide technical assistance and expertise in evaluating existing and proposed insurance coverage and insurance contract language in such areas as:

Annuities	Performance and Fidelity Bonds
Workers' Compensation	Property
Liability	Student Accident
Employee Benefits	Vision
	Unemployment

- Use risk analysis techniques to determine insurance needs and develop coverage conditions and specifications for brokers. ***E***
- Act as liaison with the district insurance representatives of carriers serving the district and pools in which the District is a member. ***E***
- Coordinate and integrate district insurance plans, such as Workers Compensation awards, with medical plans and pools. ***E***
- Negotiate adjustments of insured and uninsured loss claims with insurance carriers and cooperate with legal representative to provide information for litigation of insured risk. ***E***
- Monitor and evaluate the service provided by Brokers of Record and Pools. ***E***
- Insure that insurance programs comply with federal, state, and local laws. ***E***
- Review current or pending insurance legislation to determine need for change or modification of risk coverage, or other related impact. ***E***
- Interpret, implement, and enforce risk management policies and regulations. ***E***
- Confer with employees experiencing work related illness or injury. ***E***
- Provide, or refer employees for, appropriate vocational rehabilitation evaluation or counseling. ***E***
- Direct and manage administrative matters related to routine office functions such as employment, training, and evaluation of staff, allocation or use of financial or physical resources, etc. ***E***
- Plan, supervise, train, and evaluate employee work performance and interview, select, and recommend prospective employees. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

An incumbent plans, organizes and supervises personnel performing the operational responsibilities of the insurance programs for the District. An incumbent conducts ongoing review of policy and procedures of the various insurance programs to ensure compliance with state and federal laws and requirements and to provide efficient and effective service for the District and employees receiving District insurance benefits.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles, methods, and procedures of modern public and business administration, organization, management, supervision, and planning.  
Concepts, trends, methods, practices, and procedures pertaining to risk management.  
CAL/OSHA regulations and safety inspection methods.  
Insurance, labor, and safety laws or codes.  
Laws related to industrial injury or illness, school district liability, property, and health insurance.  
Claims office management, such as claims reporting and lawsuit preparation.  
Objectives and general operating techniques of a school district.  
Training and supervision of personnel.  
Policies, procedures and practices of employer provided self-insurance programs.  
Modern office equipment such as personal computer and multiline telephone.  
Personal computer software including spread sheets such as Excel.

**Ability to:**

Accurately understand and interpret laws, rules, and regulations pertaining to insurance and risk management.  
Effectively plan and direct the work of others.  
Conduct studies, gather data, analyze complex data and/or problems, and develop effective solutions or recommendations.  
Plan, organize, and develop an effective risk management and loss prevention program.  
Work effectively with such individuals or employees, employee representatives, insurance carrier representatives, district management personnel, and the general public.  
Establish and maintain effective relationships with those contacted in the course of work.  
Prepare clear and accurate reports.  
Understand and carry out oral and written instructions.  
Speak clearly and effectively before individuals or groups.  
Prepare and administer budgets.  
Operate a vehicle observing legal and defensive driving practices.

**Education and Training**

Graduation from an accredited college or university with a degree in business or public administration, or closely related field is required, preferably with course work relating to law, insurance, risk management, or safety engineering.

**EXPERIENCE**

At least five years management experience in the administration of risk management programs including investigation and adjustment of Workers' Compensation and Liability claims, general liability and property claims, and employee group insurance including medical, dental, and vision plans, is required. At least three years of the experience with an organization or third party administrator dealing with no less than 2000 employees is highly desirable.

Certification by the State of California as a Self Insurance Administrator is highly desirable.

Associate in Risk Management or Chartered Property and Casualty Underwriter or Certified Risk Manager or Fellow in Risk Management are highly desirable

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Possession of valid California Class C Driver's license at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

**WORKING ENVIRONMENT**

Office environment; outdoor environment; visit to school sites; travel to other organizations and companies.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment, seeing to review and analyze reports, documents or other records; hearing and speaking to exchange information in person, electronically and telephonically; speaking to be heard before groups of people; climbing stairs; walking and standing for extended periods of time; sitting for extended periods of time.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

6/13/85

Revised: 8/30/01

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