

**JOB TITLE: DIRECTOR OF RISK MANAGEMENT****BASIC FUNCTION**

Under general direction of Assistant Superintendent of Personnel, to plan, organize, administrate, and direct the District risk management program; to coordinate the functions of the District's Safety Planning Committees; to coordinate and monitor the District liability and property damage program, and the workers' compensation insurance programs; to administer and implement the district employee benefit program; and to do other related work as required.

**ESSENTIAL JOB FUNCTIONS**

- Implements the district's Risk Management program.
- Assists in the planning, organization, and coordination of the employee insurance benefit program, including program design analysis, program usage and the investigation of new insurance programs and services that are cost effective and cost beneficial.
- Plans, organizes, and coordinates the workers' compensation program and serves as a liaison to the program administrators.
- Plans, organizes, coordinates, and conducts personnel orientation and in-service safety training programs.
- Plans, organizes and coordinates the functions and activities of the Safety Committee which includes receiving and providing safety related data and information, planning safety inspections, instructional programs, and providing information pertaining to new health and safety regulatory matters.
- Assists in the planning, organization and coordination of the District unemployment benefit program.
- Coordinates the District COBRA programs and activities.
- Serves as district liaison to the various risk program administrators.
- Confers, counsels, and advises District personnel and others concerning alternative solutions to safety and employee benefit problems, issues, and concerns.
- Prepares or assists in the preparation of policies, regulations, and guidelines pertaining to health and safety and employee benefit programs.
- Reviews, analyzes, and evaluates central office facility disaster plans and offers recommendations for improvement as necessary.
- Coordinates the retention of a comprehensive data and information management, storage, and retrieval system.
- Reviews, inspects, evaluates, and analyzes work areas and presents recommendations to ameliorate and correct injurious environmental conditions.
- Monitors and reviews liability and property damage problems, issues and concerns.
- Reviews and investigates industrial illness and injury situations and prepares follow-up reports.
- Aids in the review of District purchases pertaining to health and safety operational aspects.
- Coordinates the district First aid inservice program.
- Assists with the implementation of the district drug testing program.
- Monitors and develops procedures to evaluate areas which house potentially dangerous chemicals to ensure that safe storage and handling procedures are in effect.
- Coordinates the district illness and injury prevention program.
- Inspects school and office facilities for adherence to industrial health and safety policies, regulations, and guidelines.
- Inspects and spot checks machinery and equipment to ensure that proper safety devices and equipment are in place and are being utilized.
- Assists in the research activities and preparation of informational materials for use in the collective bargaining process.
- May drive a District vehicle to and from inspection tours.

**JOB REQUIREMENTS – QUALIFICATIONS**

**Skills, Knowledge and/or Abilities Required:**

Knowledge of:

- Principles, practices, and trends pertaining to risk management, employee benefit programs, and employee record retention systems.
- Legal mandates, policies, regulations, and guidelines regarding workers' compensation, employee insurance, safety, and employee archive records.
- Educational organization goals, objectives, and operating practices and procedures.
- Research and analysis methods, procedures, and techniques, and technical writing style and formatting.
- Information and data management, storage, and retrieval systems.

Ability to:

- Effectively and efficiently organize, coordinate, and direct a risk management and loss prevention program.
- Interpret and apply legal mandates, policies, regulations, and guidelines pertaining to employee benefit, employee record retention and safety programs.
- Perform research and prepare clear and concise management reports.
- Plan, organize, and influence the action of others toward the improvement of health and safety practices.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Utilize current technology to effectively communicate and interpret data.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 20 to 50 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
- This type of work will involve sitting most of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION REQUIREMENT**

Any combination of experience and training that will provide the required knowledge and skill is qualifying. Typical ways to obtain the required knowledge and skill are:

Experience:

Four years of experience organizing, coordinating or directing risk management or related programs.

Education:

Equivalent to the completion of a Bachelor of Arts or higher degree, supplemented by coursework, training, or workshops in safety engineering, employee benefits, risk management or related fields.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possession of a valid California Motor Vehicle Operator's License.

**CONDITION OF EMPLOYMENT**

- Insurability by the District's liability insurance carrier.