



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Risk Management and Employee Benefits	Business Services	Chief Financial Officer

Position No: 77316	Length of Work Year: 12 Months
Salary Schedule: AD13	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 1/9/01; 12/8/17

JOB GOAL
To manage and oversee risk management operations of the District, including insurance programs, workers' compensation and return to work programs, safety and loss control programs, employee benefits, and employee wellness programs.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree in business related area. 2. ARM (Associate in Risk Management) preferred. 3. A minimum of five (5) years successful experience in the areas of risk management employee benefits. 4. Successful experience and knowledge in the structuring and administration of self-insurance programs. 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Direct and monitor the District's insurance and employee benefits programs. 2. Direct and monitor the District's workers' compensation and return to work program. 3. Direct and monitor the District's safety and loss control programs. 4. Direct and monitor the District's employee wellness program. 5. Oversee the administration of insurance programs encompassing the areas of comprehensive, general and fleet liability, property, and workers' compensation, ensuring appropriate coverage is secured. 6. Represent the District in liability and workers' compensation litigation to include mediation, trial, and negotiation of settlements. 7. Oversee the investigation of employee accidents, claims, thefts and property losses and coordinate the preparation of materials and evidence for use in hearings, litigation and insurance claims. 8. Negotiate adjustments of insured and uninsured losses with claim adjusters, third party administrators, and insurance companies. 9. Analyze the District's claim, loss and accident history, evaluate liability risk factors, and identify and recommend methods to mitigate risks to possible losses. 10. Plan and organize the inspection of all school buildings, grounds and installations on a regular basis to determine that high standards of safety are maintained. 11. Evaluate the District's risk management program and personnel job descriptions on a continuing basis and recommend programs to the Superintendent through the Assistant Superintendent for Business Services. 12. Organize and implement through the Staff Development Department an orientation program on safety and accident prevention for personnel and work cooperatively with Director of Human Resource Development for providing a continuing program of staff training, personnel development and wellness program. 13. Work closely with principals and department heads in the coordination of safety programs. 14. Serve on the District's Emergency Management Team.

15. Serve as a consultant to architects in planning and designing new facilities to ensure standards of safety.
16. Serve as a liaison with public safety authorities on all matters affecting school safety.
17. Perform duties in a timely and efficient manner, with a high standard of quality.
18. Perform such other duties as assigned by the Assistant Superintendent for Business Services.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.