

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: RISK MANAGER**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent of Finance and School Support, plan, organize and direct the activities and operations of the District's Risk Management program in the areas of General Liability, Workers' Compensation, Injury and Illness Prevention, Property and Casualty, loss recovery and related areas of risk identified according to District needs; train and supervise the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize and direct the activities and operations of the Risk Management Department; implement, administer and evaluate the District's Safety and Risk Management programs; oversee the District and site-based Illness and Injury Prevention Program.

Administer District programs for safety, loss control, and insurance for workers' compensation, property, liability and student accident insurance; improve safe and healthful working conditions for students and staff of the District; identify exposures to loss; develop, implement and evaluate loss control and risk financing techniques.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions according to District policies, rules and regulations.

Serve as a liaison between insurance carriers, claims and other administrators, and appropriate District staff related to claims and safety hazards; serve as the District's Americans with Disabilities Act (ADA) Compliance Officer, review requests for reasonable accommodation and make recommendations.

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.

Represent the District's interests with brokers, claims administrators, legal counsel, investigators, regulatory and enforcement agencies, insurers, joint powers authorities, parents and the community.

Coordinate and provide advice concerning exposure identification, loss control techniques, claims

and risk financing strategies with division and department management and supervisory personnel.

Administer the District's drug and alcohol testing program for commercially licensed drivers in accordance with federal and state regulations.

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.

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

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.

Provide technical expertise, information and assistance to the Director regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

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

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

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of risk management programs, policies and procedures.

Exposure identification, loss control, claims management and risk financing.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes and regulations relative to forms of liability and risk financing.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize and manage the operations and activities of the Risk Management Department.  
Train and supervise the performance of assigned personnel.  
Analyze loss data and formulate projections.  
Identify exposures to loss and develop, implement and evaluate loss control techniques.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations and information accurately and adopt effective courses of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare and maintain comprehensive reports.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information and make presentations.  
Move hands and fingers to operate a computer keyboard.  
See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in insurance, business administration, safety, public administration or related field and five years increasingly responsible experience in the management and operation of a risk management program.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.