

TITLE: DIRECTOR IV– RISK MANAGEMENT

- QUALIFICATIONS:**
1. Any combination of education and progressively responsible experience in risk management sufficient to perform duties of position
 2. Knowledge of operational characteristics, services and activities of risk management program
 3. Knowledge of principles, trends, methods and procedures pertaining to risk management, risk insurance, self-funded insurance programs and employee benefit programs
 4. Knowledge of laws pertaining to work-related injury or illness, school district liability and public safety
 5. Knowledge of safety programs and loss control techniques
 6. Knowledge of AHERA (asbestos abatement) laws, rules and regulations
 7. Knowledge of budget preparation and control
 8. Ability to analyze complex problems and develop effective and efficient solutions and alternatives
 9. Ability to collect, investigate and analyze data
 10. Ability to provide information and assistance to parents, general public and staff in helpful, courteous and timely manner
 11. Ability to work independently
 12. Ability to communicate clearly and concisely both orally and in writing

REPORTS TO: Assistant Superintendent – Business Services

SUPERVISES: Staff as assigned

JOB GOAL: To plan, coordinate and supervise risk management activities of District; to recommend policy related to area of responsibility; to manage employee benefits including self-funded insurance programs; to plan and coordinate District Safety Program; and to perform variety of other duties relative to assigned area of responsibility

PERFORMANCE RESPONSIBILITIES:

1. Compiles and analyzes data to develop and recommend policies and administrative regulations regarding asbestos management, employee benefits management, safety, emergency preparedness, self-funded insurance programs and public liability risk factors
2. Plans, organizes and coordinates district safety program involving disaster preparedness and employee and student safety
3. Reviews and analyzes District's current position for compliance and established codes, laws and procedures related to general liability, worker's compensation and benefits and makes required changes to bring District to compliance
4. Analyzes District's claim, loss and accident history and identify methods to eliminate, minimize or indemnify risks or possible losses; reviews District projects and purchases for hazards and recommend methods for eliminating or reducing risk
5. Develops and implements long and short-term plans and activities
6. Prepares and maintains variety of narrative and statistical reports, records and files
7. Communicates with other administrators, district personnel and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information
8. Participates in investigation of employee accidents, claims, thefts, and property losses and coordinates preparation of materials and evidence for use in hearing, litigation and insurance claim cases
9. Conducts in-depth data analysis of usage of employee health and welfare benefits
10. Coordinates distribution of benefits information to employees
11. Researches and presents available insurance options to District

12. Coordinates with local and state health, fire, and law enforcement agencies in areas of their concern
13. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, class 27

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.

9/04