

## **RISK MANAGER**

### **Purpose Statement**

The job of Risk Manager was established for the purpose/s of assisting with the coordination of the district's liability insurance and safety and crisis management programs; establishing and analyzing all relevant data to effectively control plans in order to bring claims to equitable conclusion for employees and the district; ensuring proper financial allocation of expenditures and revenues; and acquiring and/or providing accurate information.

This job is distinguished from similar jobs by the following characteristics: must be able to respond to and/or direct appropriate resources for emergency situations.

This job reports to Associate Superintendent of Human Resources

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### **Essential Functions**

- Assists in implementing in-service training programs on health and safety (e.g. hazards, disaster preparedness, OSHA's Hazardous Communication Standard, Employee Right-to-Know, etc.) for the purpose of reducing the incidence of accidents and meeting state and federal guidelines.
- Collaborates with a variety of internal and external stakeholders (e.g. risk management and crisis response team/committee; HR Division, Transportation, Facilities & Operations; legal counsel; government agencies; etc.) for the purpose of conveying and/or receiving information, problem solving and generating recommendations.
- Composes a variety of materials (e.g. reports, correspondence, procedures, manuals, prepares bid packets, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Coordinates the preparation and analysis of all insurance claims, student injury incidents, and OSHA reports for the purpose of ensuring the timely and accurate presentation of facts.
- Develops long and short range programs for liability insurance risks and related services for the purpose of minimizing the district's insurance liability.
- Informs personnel regarding a variety of procedures and program requirements (e.g. disposal of all hazardous waste, MSDS, EPA regulations, green energy, Safe Water Drinking Act, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Investigates safety or environmental concerns for the purpose of recommending remedial actions--as needed--to ensure the safety, health, and welfare of students, staff, and patrons.
- Maintains records and files (confidential and non-confidential) (e.g. student injury incidents, etc.) for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Monitors assigned district activities and/or program components (e.g. fund balances & related financial activity; student accident/incident reports; worker's compensation; security contracts; insurance billing, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Recommends changes and updates to the emergency/crisis response plans for the purpose of providing efficient utilization of district financial resources and ensuring the safety of students, staff, and patrons.
- Researches claim trends, laws, regulations for the purpose of implementing remedial programs and recommending alternative courses of action to reduce incidents of accidents and claims.
- Responds to inquiries for the purpose of providing information and/or direction.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications; and appropriate investigative techniques.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; health standards and hazards; concepts of grammar and punctuation; concepts of data presentation; insurance liability and risk; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information/data; working a flexible work schedule, and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Bachelors degree in job related area.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Certificates & Licenses**

CPR/AED First Aid Certificate within 30 days of hire

School Risk Manager Certificate within 18 months of hire

### **Continuing Educ. / Training**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

11/13/2012

### **Salary Grade**

Exempt 72X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_