

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Risk Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Business Division	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	November 15, 2016	SALARY:	Range E1 / Tier IV Management Salary Schedule

SUMMARY DEFINITION: Under direction of the Assigned Supervisor, plans, coordinates, supervises and directs all risk management, loss control, safety and insurance programs, including but not limited to, workers compensation, OSHA, Americans with Disabilities Act, student insurance, comprehensive property and liability insurance, general insurance coverage and claims administration. Serves as immediate supervisor for designated employees.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E= Essential Functions

Administers the District's programs for safety, loss control, workers' compensation, property, liability, vehicle, and student accident insurance with a primary focus on reducing District risk exposure and losses. **E**

Receives and processes claims against the District. Develops and coordinates District claims against others. **E**

Investigates accidents to determine immediate causes and recommends corrective actions where appropriate. **E**

Assists division, department and school administrators in their accident reporting and accident prevention responsibilities. Analyzes requirements for, arranges, and/or plans and conducts safety trainings. **E**

Prepares documentation and evidence for use in hearings, lawsuits, and insurance investigations. Appears at depositions, mediation meetings, and court hearings on District's behalf as required. **E**

Serves as a liaison between the insurance carriers, claims administrators, adjusters, attorneys, investigative personnel, and applicable District staff on specific claims and safety hazards. **E**

Coordinates loss control, safety activities, investigations, and training programs. **E**

Serves as the District Safety Officer. **E**

May administer Department of Motor Vehicle's Driver Pull Notice Program. **E**

Serves as chair on the District's Injury/Illness Prevention Program/Occupational Safety and Health Committee. Schedules, plans, and conducts committee meetings and maintains meeting records. **E**

Assists in the implementation of District and school site emergency plans and makes recommendations for improvement. Coordinates District disaster drills. **E**

Coordinates AHERA asbestos program and Hazardous Materials Compliance. **E**

Evaluates the impacts and effects of new and proposed legislation on the District's insurance and safety programs. Makes recommendations for District compliance including revisions in policies and procedures. **E**

Analyzes and creates reports on insurance market trends, loss statistics and accidents with an emphasis on accident and loss prevention. Makes recommendations as appropriate. E

Analyzes and creates reports and makes recommendations on the District's current compliance with established codes, laws and procedures related to general liability, workers' compensation and ADA. E

Prepares and maintains a variety of District, county, state, and federally mandated records and reports. E

Arranges for reimbursement when District equipment/property is damaged or stolen. E

Monitors certificates of insurance with additional insured endorsements for use of facilities and for independent contractors hired by the District. E

Performs other related duties as assigned.

Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the assigned supervisor.

Maintains a positive, helpful, constructive attitude and working relationship with the departmental supervisor and departmental employees, other District employees, the Board of Education, students, families, and the general public.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position. Others include education, experience, knowledge, skills and abilities, and physical demands.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of education or formal training equivalent to graduation from a four-year accredited college, preferably with a degree in business or public administration or related field, with risk management related coursework and three (3) years of progressively responsible risk management experience, preferably in education or another public sector.

DESIRABLE QUALIFICATIONS:

Five years school district risk management experience, related professional designations (e.g. Certified Risk Manager (CRM), Certified School Risk Manger (CSRM)).

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Driver's License with no restrictions, maintain District insurable driving record, frequent local and occasional overnight business travel required.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge and/or ability required to perform the essential duties of the position.

KNOWLEDGE OF:

Insurance policy and memorandum of coverage language, risk management principals and procedures.

State laws related to workers' compensation, ADA, school district liability.

California OSHA, AHERA and hazardous materials management and regulations.

Government tort claim laws and procedures, accident investigations, and root cause determination.

ABILITY TO:

Demonstrate strong interpersonal skills.
Communicate effectively orally and in writing.
Maintain confidentiality.
Establish and maintain effective, cooperative, and collaborative relationships with District staff, community members, legal counsel, and pertinent outside organizations and their representatives.
Demonstrate sound judgement and decision making in high-pressure situations.
Coordinate and manage large, districtwide projects.
Supervise direct reports.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

LANGUAGE SKILLS:

Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules and regulations, procedures manuals, including policies and procedures and equipment manuals, and operating and maintenance instructions; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Primarily works in a moderately quiet office environment.
Travel from worksite to worksite.
May involve some evening and weekend activities.

PHYSICAL ABILITIES:

Read, write, hear and speak proficiently in English to exchange information in person, in writing, and by telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, lifting, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting/background check, TB testing, and mandatory training.

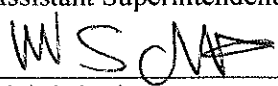
APPROVALS:



Keith Rogenski
Assistant Superintendent, Human Resources

11-16-16

Date



Rick Schmitt
Superintendent

11/16/16

Date