

DIRECTOR IV: RISK MANAGEMENT AND SAFETY

DEFINITION:

Under general direction of the Assistant Superintendent of Business Services, Director of Risk Management and Safety manages, supervises, and coordinates the District's risk, safety, safety and management programs assuring compliance with District, State and Federal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage, oversee, and perform risk management responsibilities to include property and liability, workers' compensation, and safety/emergency preparedness for the purpose of assuring a safe educational and work environment
- Manage and oversee District health insurance programs for the purpose of providing adequate protection for health needs of employees at best price to District; liaison between the District and the Benefits Management Board
- Manage, oversee, and perform risk management and health insurance programs for the purpose of assuring compliance with applicable Federal, State, local, and District policies, rules, regulations, and guidelines
- Communicate, guide, and direct internally and externally for the purposes of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development
- Serve as liaison on behalf of the District for the purpose of assuring that program requirements are in the best interest of the District
- Develop and create written materials including statistical information, provider contracts, claim files, and others for the purpose of assuring adequate information dissemination and gathering; assure compliance with evidentiary and legal matters, policies, and procedures
- Implement programs for the purpose of providing necessary information as required by law and applicable rules and regulations
- Participates in the selection, training, and evaluation of risk management department employees
- Coordinates and manages district and site safety plans including emergency preparedness, response and recovery
- Supervises security services and personnel

QUALIFICATIONS GUIDE

KNOWLEDGE OF:

- Rules and regulations of FMLA, COBRA, Workers' Compensation and Labor Code, OSHA safety practices
- and sections of the California Education Code
- Employee benefit programs
- Management principles, methods, and procedures
- Best practices in school safety
- Emergency preparedness, response, and recovery

ABILITY TO:

- Plan, organize and administer the operations and activities of the risk management and safety department
- Make informed and timely decisions related to emergency response
- Train and evaluate technical staff
- Analyze and interpret data

- Analyze, interpret and administer laws and regulations relating to a school district
- Communicate effectively both orally and in writing
- Plan and coordinate interdepartmental activities
- Implement general policy decisions into effective plans of action
- Follow oral and written instructions
- Establish and maintain effective working relationships with others
- Delegate responsibility
- Meet schedules and timelines

EDUCATION:

Bachelor's Degree in business administration, public administration or similar field; or any combination of professional training or experience equivalent to four years in fields directly related to position requirements.

LICENSES/CREDENTIAL:

Valid California Class C Driver's license.

TRAINING AND EXPERIENCE:

Four years of progressively responsible administrative, supervisory or staff experience involved in the areas of risk management *and school safety*; interpretation of policies and installation of procedures.

PHYSICAL DEMANDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk, reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Revised: 7/1/2019

