

MODESTO CITY SCHOOLS

JOB DESCRIPTION

DIRECTOR - RISK MANAGEMENT

DEFINITION:

Under the direction of the Deputy Superintendent, Chief Human Resources Official, plan, organize, control and direct risk management, insurance and benefit program operations and activities including the establishment and maintenance of insurance policies, development and implementation of loss control strategies and processing of liability, property and Workers' Compensation claims; coordinate risk management activities to protect assets and minimize loss expenses; supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and administer risk management operations and activities including the establishment and maintenance of insurance policies, development and implementation of loss control strategies and processing of liability, property and Workers' Compensation claims; develop, implement and evaluate risk management policies and procedures.
- Administer and manage self-funded Worker's Compensation, property, liability and dental coverage programs; assess proposed legislation effects on District insurance and related documents; recommend insurance liability coverage for District automobiles, property and student accident and employee health and welfare benefits.
- Coordinate and supervise annual health benefit open enrollment periods.
- Coordinate risk management activities to protect assets and minimize loss expenses; monitor and evaluate assigned programs, proposed legislation, physical conditions and trends in claims against the organization to identify exposures to risk; develop, implement and evaluate loss control and risk financing techniques.
- Ensure requests for reimbursements in the event of District equipment and property damage; coordinate loss control and safety activities; assess and evaluate insurance market trends, accidents and statistics on losses.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.
- Collaborate with outside Districts to perform risk management functions; process placements for liability and property insurance and underlying claims handling.
- Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks; evaluate and determine the ability to compensate for potential losses; arrange for outside contractors and insurance carriers to meet needs as necessary.
- Establish and maintain various insurance policies; maintain records of claims and losses; review and evaluate proposals for accuracy and accordance with established needs; negotiate insurance premium costs.
- Serve as a technical resource to personnel concerning issues related to assigned areas; respond to inquiries and provide information concerning laws, codes, regulations, policies and procedures related to Department functions and activities; respond to the safety and loss control needs of schools and offices by providing consultation and visiting sites; participate in the formulation and development of policies, procedures and programs.
- Plan, coordinate and oversee response to liability, property and Workers' Compensation claims; evaluate claims and approve or recommend settlement options based on interpretation and application of established laws and investigative results.
- Develop and prepare the annual preliminary budget for the assigned areas; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel, insurance policies, financial activity, claims and assigned duties; meet insurance and retirement timelines, including related reports.
- Provide technical expertise, information and assistance to the administrator regarding risk management operations and activities; participate in the formulation and development of policies, procedures and programs; assist in the selection, supervision and evaluation of department employees and staff.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.
- Negotiate contracts with vendors and outside contractors as directed; supervise vendor communications; audit contracts for cost efficiency.
- Serve as Chair of District Insurance Committee; attend and conduct a variety of meetings as assigned; attend and participate in committees as directed.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in Public Administration, Business Administration, Human Resources or related field and,
- Five years increasingly responsible experience in risk management, loss prevention or insurance administration.
- Experience purchasing large volume insurance coverage and administering high retention levels.

Licenses and other Requirements

- Valid California Driver's License.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Planning, organization and direction of risk management operations and activities.
- Insurance Placement and Claims Practices.
- California Labor laws, codes, safety orders and workers' compensation laws and regulations and insurance codes.
- Laws relating to Workers' Compensation insurance, health insurance coverage, employer liability and public liability.
- Risk management and loss control principles and techniques.
- Principles, practices and procedures of exposure identification, claims management and risk financing.
- Summary plan descriptions, vendor contracts, Workers' Compensation and property and liability forms.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.

- Operate a variety of standard office equipment including a computer and assigned software.

Ability to:

- Plan, organize, control and direct risk management operations and activities.
- Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks.
- Establish and maintain various insurance policies.
- Plan, coordinate and oversee response to liability, property and Workers' Compensation claims.
- Coordinate risk management activities to protect assets and minimize loss expenses.
- Develop, implement and evaluate loss control and risk financing techniques.
- Supervise and evaluate the performance of assigned staff.
- 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.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

DESIRABLE QUALIFICATIONS:

- Master's Degree in Business Administration.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved:

Unit Approved:

Board Approved:

FLSA Status: Exempt

DIRECTOR - RISK MANAGEMENT

Page 3 of 4

