



RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR II, RISK MANAGEMENT

WORK YEAR: 12 Months

VACATION: 27 Days

REPORTS TO: Deputy Superintendent, Business and Governmental Relations

BASIC FUNCTION:

Under the direction of the Deputy Superintendent Business Services and Governmental Relations, plans, organizes, implements, and administers a comprehensive risk management program for the District including liability and property self-insured and insured programs, safety and loss control programs, a self-insured workers' compensation program, health and welfare benefits and other programs related to employee and pupil safety; coordinate committees and training related to District safety issues; and direct regulatory compliance programs; train, assign, and evaluate the work of assigned personnel; ensure compliance with the Americans With Disabilities Act for employees.

RESPONSIBILITIES:

- Plan, develop, and recommend policies, procedures, rules, and regulations related to the District's risk management and insurance programs.
- Perform research in the areas of risk management to determine means to contain the incidence and cost of losses, insurance and other expenditures.
- Prepare and present reports and information related to risk management, accident prevention, and District loss and claims experience.
- Develop and prepare the annual budget for the employee benefits and risk management functions of the District; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
- Administer the property and liability self-insured programs; determine insured and self-insured coverages, place insurance and recommend third-party administrators; review and investigate accidents and claims; participate in litigation procedures and negotiate District settlements where authorized.

- Direct a self-insured workers' compensation program; establish and implement methods of proper reporting, investigating, and paying claims and benefits; consult with attorneys, select vendors and investigators for litigated cases; monitor activities of third party administrators.
- Develop and coordinate health and welfare benefits coverage for District employees and retirees, including health, vision, life and employee assistance plans; analyze insurance coverage needs, research insurance options, and present alternatives to benefits negotiators. Monitor the service provided by the Health Insurance Consultant or Broker of Record. Ensure insurance programs comply with local, State, and Federal laws.
- Negotiate annual premiums and fees with health care providers and self-insured service providers; monitor compliance with contracts; coordinate eligibility, review contract language and resolve disputes, coordinate distribution of benefits information to employees.
- Communicate with District administrators, bargaining units, vendors and employees to distribute a variety of information and to assist in cost containment of benefits and liability coverage; provide technical expertise regarding risk management and safety programs and procedures. Interpret, implement, and enforce risk management policies and regulations.
- Administer compliance with the Americans With Disabilities Act and State law by appropriately responding to employee, student and volunteer requests for reasonable accommodation.
- Maintain an office environment that is sensitive and service oriented in assisting employees with questions and concerns regarding the insurance programs and workers' compensation.
- Assure documentation and record-keeping of regulated programs and materials, accidents, injuries, and illnesses.
- Develop safety programs to comply with Federal, State, and local safety laws and regulations.
- Administer subrogation and recoveries on behalf of the District in health and welfare, workers' compensation, and liability programs.
- Train, supervise, direct, and evaluate the performance of assigned personnel.

- Attend workshops, seminars and conferences; maintain current knowledge of codes, laws and legislation concerning risk management and safety.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Budget preparation and control.
- Laws, codes, rules and regulations governing the administration of risk management and benefits programs, including workers' compensation, school district liability, property, health and welfare, and safety.
- Analysis of claims data and cost projections.
- Principles and practices of insurance and self-insurance claims adjustment and settlement techniques.
- Methods, practice, terminology and procedures used in risk management and benefits administration.
- District organization, operations, policies, procedures, rules and regulations. Principles and practices of administration, supervision, and training.

ABILITY TO:

- Coordinate the District's risk management and benefits programs. Analyze District insurance and safety needs.
- Read, interpret, apply and explain laws, rules, regulations, policies, and procedures related to risk management and benefits programs.
- Analyze situations accurately and adopt an effective course of action.
- Develop plans and programs to reduce workers' compensation and liability claims and losses. Negotiate and work effectively with attorneys, insurance representatives, medical personnel, claims adjusters and others.
- Communicate effectively both orally and in writing. Train, supervise and evaluate personnel.
- Prepare and present comprehensive narrative and statistical reports.
- Work effectively with diverse groups and individuals to achieve District goals. Prepare and administer budgets.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's Degree and five years increasingly responsible experience in risk management involving workers' compensation, health and welfare programs, property and liability, and safety. At least two years of supervisory experience in risk management is preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and a driving record acceptable to the District's risk partners.

PHYSICAL:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

MENTAL:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.

ENVIRONMENT:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

WORKING CONDITIONS:

- Office environment
- Demanding time lines
- Subject to frequent interruptions and contact with other employees