

RISK MANAGEMENT LEAD

DEFINITION

Under general supervision, perform difficult and complex leadership and clerical functions related to the guidance and support of risk management programs in the areas of health benefits, workers' compensation, property and liability insurance, and safety.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in planning, organizing, implementing and performing a wide variety of risk management functions.
2. Provide guidance to insurance department staff; monitor productivity and review work for accuracy.
3. May participate in the selection process of insurance department personnel.
4. As appropriate, provide input to the management team in developing and assessing insurance department procedures.
5. Assist in the interpretation and implementation of policies as they relate to health benefits, workers' compensation, property and liability and safety.
6. Ensure compliance with OSHA required programs and record keeping as related to departmental function.
7. Develop and maintain positive working relationships with district level and school site personnel, vendors, customers and other governmental agency contacts.
8. Act as liaison between management and outside safety agencies to improve safety conditions.
9. Participate in district committees as appropriate.
10. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Technical aspects of workers' compensation claim administration, property and liability risk exposures and claims handling; health benefits administration; basic risk management techniques and processes; current office procedures, equipment and computerized systems; applicable sections of Education Code.

Ability to:

Effectively and efficiently provide leadership in understanding the functions of the insurance/risk management department; communicate effectively both orally and in writing; interpret and apply policies, laws, rules, and regulations; establish and maintain cooperative working relationships with multiple stakeholders; participate in coordination of the various activities of the department; provide leadership, training and support; work with limited supervision; comply with the district's customer service standards as outlined in Board Policy.

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QUALIFICATIONS (Continued)

Education/Experience:

Equivalent to the completion of the twelfth grade and any combination of four years of professional training or experience in insurance, risk management or fields directly related to position responsibilities. Leadership experience, training or coursework in organization and supervision is desired.

Four years of progressively responsible experience, related to the operations of risk management/insurance functions, preferably including health benefits, workers' compensation, or property and liability insurance; school district experience preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with travel to various sites to conduct inspections.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting with travel to various sites; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.