

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**MANAGER II, INSURANCE/RISK MANAGEMENT**

**DEFINITION**

Under the direction of the Executive Director, Fiscal Services the Manager II, Insurance/Risk Management supports the educational programs of the District by performing a variety of responsible, technical insurance/risk management duties to support the variety of benefit programs available to current and retired employees.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Manage, plan, develop, and recommend policies, regulations, and operational procedures related to the district's risk management and insurance programs.
2. Coordinate all employee insurance and benefits services including, but not limited to Flexible Spending Account (FSA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Long Term Disability Plans, Retiree Benefit Accounts, Employee Leave of Absences, and Life Insurance.
3. Manage employee benefit open enrollment process including but not limited to conducting presentations on various district programs and providing assistance to employees.
4. Oversee a variety of claims, including property damage, liability issues, responses to claimants, and preparing related Board items.
5. Monitor the Injury and Illness Prevention Program (IIPP) for the District.
6. Oversee general liability and workers' compensation renewal process.
7. Support school sites, District departments and county organizations regarding all accidents, vandalism, hazardous waste disposal, and Occupational Safety and Health Administration (OSHA) requirements.
8. Collaborate and advise site and district staff in regards to safety issues, safety inspections and ergonomic workplace inspections.
9. Control and authorize expenditures in accordance with established limitations.
10. Conduct data production/research for Health and Welfare Benefits, Property and Liability, and Workers' Compensation.
11. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
12. Establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies.
13. Serve as Management Trustee on the Executive Board of the Metropolitan Employees Benefits Association (MEBA) jointly managed Health Benefits Trust. Represent the District and actively participate on MEBA advisory committees.
14. Plan, coordinate, arrange or provide appropriate training of staff.
15. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.

**EXAMPLES OF DUTIES (Continued)**

16. Participate in personnel management systems, including the recruitment and selection of personnel.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

**QUALIFICATIONS**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices, laws, rules, and regulations related to risk management and compliance programs; principles and practices of workers' compensation claim administration, property and liability risk exposures and claims handling; health benefits administration; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills.

**Ability to:** Manage, lead and direct the functions and activities of an insurance and risk management department for a school district; maintain current knowledge of changes related to health benefits, workers' compensation, risk management, liability, and safety laws; read, interpret, apply, and explain rules, regulations, policies, and procedures; establish and maintain professional relationships with management, colleagues and staff and related outside agencies; demonstrate organizational, time management, analytical and problem solving skills; supervise, evaluate and discipline subordinates; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; use interpersonal skills with tact, patience and courtesy; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Bachelor's degree from an accredited college or university in a related field. Education may be substituted for equivalent years of experience.

**Experience:** Five years of professional, increasingly responsible experience working in insurance/risk management including two years of supervisory experience. Experience in a public sector or educational environment preferred. Experience may be substituted for equivalent years of education.