

RISK MANAGER

DEFINITION

Plans, implements, and administers the District's risk management program.

TYPICAL DUTIES

Plans, implements, and administers a District-wide risk management program which includes responsibility for all aspects of property and liability insurance, group benefits, tort liability, workers' compensation, and employees injury prevention.

Acts as the District's technical advisor and analyst on matters related to the risk management program.

Identifies and evaluates all District programs, projects, and facilities to identify liabilities and exposure and to develop loss-control programs.

Develops specifications for the procurement of insurance.

Represents the District in consultations and negotiations with employee organizations, insurance companies, and consultants regarding liability, workers' compensation, and property and casualty coverage.

Recommends the selection of insurance plans and carriers to District administration.

Investigates, determines disposition, and approves settlement of workers' compensation, property, and liability claims against the District within authorized limitations.

Develops, implements, and maintains a program of risk avoidance which includes a staff training and development component.

Confers with District attorneys on legal matters related to risk management such as insurance contract negotiations and provisions, the preparation of cases for presentation at hearings and trials, and the settlement of claims.

Represents the District in small claims court actions related to risk management.

Monitors budget allocations for premiums and claims adjudication.

Reviews proposed legislation related to risk management for its effect on the District and makes recommendations for administrative response.

Utilizes the capabilities of management information systems related to risk management programs.

Initiates the development and supervises the maintenance of records systems for the unit.

Prepares correspondence, reports, and presentations related to risk management activities.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Risk Manager** develops, implements, and administers risk management programs designed to minimize losses and to assure the efficient and economical operation of the District's liability, workers' compensation, and loss-control programs.

A **Workers' Compensation Claims Specialist** coordinates operational activities and provides technical and advisory services related to the District's workers' compensation claims administration program.

An **Employee Benefits Specialist** administers the day-to-day operational activities of the employee benefits program of the District; assists in reviewing, selecting, and negotiating benefits plans, vendors, and carriers and serves as a resource person to the Joint Labor Management Benefits Committee.

An **Environmental Health and Safety Specialist** applies a thorough knowledge of the principles and practices associated with environmental and occupational health and safety in developing and recommending policies, procedures, and standards and implementing and managing of occupational health, safety, and emergency services programs.

SUPERVISION

General supervision is received from the Deputy Chancellor. General supervision is exercised over professional, technical, and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of risk management

Principles and practices of property, casualty, liability, industrial injury, and group benefits insurance

Policies and business practices of the insurance industry

Sections of the Education and Government Codes pertaining to liability and self insurance of the California Labor Code pertaining to workers compensation

Rules and regulations of the California Division of Industrial Accidents, Workers' Compensation Appeals Board, and Unemployment Insurance Appeals Board

Principles of business and public administration

Principles of supervision and training

Capabilities of computer systems, software, and hardware common to the business and operational activities related to risk management programs

Title 8, California Code of Regulations, Industrial Relations and Title 19, California Code of Regulations, Public Safety.

Ability to:

Plan and implement a comprehensive program of risk management

Interpret, analyze, and apply laws, rules, regulations, and policies

Recognize critical elements of problems, develop and evaluate data, determine appropriate solutions, and make logical recommendations to mitigate potential risk

Anticipate conditions, plan ahead, establish priorities, and meet deadlines

Write clear, comprehensive, and accurate reports and correspondence

Make clear and comprehensive oral presentations and arguments

Select, motivate, train, and supervise others

Work effectively with employees, employee organizations, representatives of other governmental jurisdictions, and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university preferably with a degree in business administration, public administration, law, or a related field. Graduate level coursework in the above disciplines and/or recent industry training in risk management and related fields is desirable.

Experience:

Three years of full-time paid experience involving administrative responsibility for the development and administration of a risk management, claims adjustment, industrial insurance, or industrial safety program.

Special:

A valid Class "C" California driver's license must be obtained within 60 days after appointment
Access to an automobile