

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - RISK AND LIABILITY

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, organizes, and manages the risk management program for the Santa Clara County Office of Education (SCCOE); monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers' compensation programs and claims processing; advises administration and employees concerning risk avoidance; participates in stages of the administrative process and mediation settlement negotiations on behalf of the SCCOE; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Plans, organizes, and manages the risk management program for the SCCOE; monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers' compensation programs and claims processing.

Coordinates risk management activities to protect SCCOE assets and minimize losses and expenses; evaluates and monitors programs, physical conditions, and trends in claims against the organization to proactively identify and analyze exposures to risk; develops, implements, and evaluates loss control and risk financing techniques.

Administers the risk program and makes recommendations to the Chief Business Officer on proposed rates, administrative fee schedules, administrative agreements, premiums, policy terms, and claims processing with insurance brokers, insurance administrators, and the insurance Joint Powers Authority (JPA). Ensures attention to detail and follow-through with all aspects of the risk program to protect the SCCOE.

Analyzes and coordinates safety programs in conjunction with the Emergency Preparedness, School Safety and Security Administrator, and ensures compliance with the California Occupational, Safety, and Health Administration (CAL OSHA) requirements and Environmental Protection Act (EPA) standards; manages program to ensure all staff receive required CAL OSHA trainings; conducts CAL OSHA trainings as needed; ensures the successful implementation of SB198 and the employee safety and loss prevention programs; ensures proactive safety practices are implemented to protect the SCCOE.

Performs ergonomic evaluations of employee workstations, to include visiting County Office sites to observe employees and take photographs and measurements; follows-up with supervisors and employees regarding ergonomic recommendations; responsible for purchase of approved ergonomic equipment.

Analyzes the worker's compensation program and associated medical costs and prepares recommendations to the Chief Business Officer.

Analyzes the risk management program to identify, evaluate, reduce or eliminate risks and liabilities.

Evaluates existing insurance coverage and recommends coverage or changes; monitors insurance programs to assure effectiveness of brokers and claims administrators.

Coordinates the administrative processes for the mediation and settlement of claims on behalf of the SCCOE and the Chief Business Officer.

Administers the program for reimbursements to employees for lost, damaged or stolen personal property.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; conducts individual and group trainings of staff as needed.

Provides technical information, expertise, and assistance to the Chief Business Officer regarding risk management issues; serves as an advisor to administrators; assists in the formulation and development of recommended policies, procedures, and programs.

Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services; ensures full compliance with all State, Federal and local laws, and regulations; manages insured claims and lawsuits against the Office and its employees.

Coordinates the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepares annual, monthly, and special reports upon request; obtains appropriate insurance certificates; ensures that insurance certificates are monitored and up to date.

Communicates with internal and external administrators, personnel, and outside organizations to effectively coordinate activities and programs, resolve issues and conflicts and exchange information; maintains current knowledge of changes in the field of risk management and proactively incorporates changes as appropriate.

Develops and prepares the annual preliminary Risk Management budget for recommendation to the Chief Business Officer; analyzes and reviews budgetary and financial data and recommend expenditures to the Chief Business Officer and in accordance with established limitations.

Analyzes proposed and adopted legislation and determines the impact to the SCCOE. Assists in the development of Readiness and Emergency Management Grant for schools. Acts as a resource for contract managers in any aspects of risk and insurance management.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of risk management operations and activities.

Laws relating to Workers' Compensation insurance, health insurance coverage, employer liability and public liability.

Comprehensive risk management programs including accident prevention, safety and loss control, insurance regulations, workers compensation and claims processing and related programs.

Research and analysis techniques.

Applicable laws, codes, regulations, policies, and procedures. Safety laws and regulations including CAL OSHA, EPA and SB198. Risk management and loss control principles and techniques.

Principles, practices and procedures of exposure identification, ergonomics for various work settings, claims management and risk financing.

Summary plan descriptions, Workers' Compensation and property and liability forms. Budget analysis, preparation, and control.

Oral and written communication skills.

Principles and practices of public administration, organization, management analysis, supervision, budgeting, and personnel management.

Interpersonal skills using tact, patience, and courtesy. Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control, and manage 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 and recommend changes that are in the best interest of the SCCOE.

Plan, coordinate and oversee response to liability, property, and Workers' Compensation claims.

Coordinate risk management activities to protect assets and minimize loss expenses.

Act as a resource for contract managers in any aspects of risk and insurance management. 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. Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action. Meet schedules and organize work within established timelines.

Work independently with little direction. Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Manage the maintenance and reporting of a variety of reports, records and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.

Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

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.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess an Associate in Risk Management (ARM) certification or obtain an ARM certification within eighteen (18) months of employment.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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.

Approved by Personnel Commission: April 10, 2013
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Marisa Perry
Director III – HR / Classified Personnel Services

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