

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SUPERVISOR - RISK AND LIABILITY**

#### **BASIC FUNCTION:**

Under assigned supervisor, the Supervisor – Risk and Liability, supervises the risk management program for the Santa Clara County Office of Education (SCCOE); supervises and evaluates the performance of assigned personnel; supervises the workers' compensation program and claims processing; advises administration and employees concerning risk avoidance, safety and loss prevention, fixed asset management, ergonomics, and employee and student health and safety; provides assistance with insurance programs.

#### **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:**

Supervises the risk management program for the Santa Clara County Office of Education (SCCOE); supervises, provides training, and evaluates the performance of assigned personnel; supervises the workers' compensation program and claims processing.

Collaborates with other department leadership to protect SCCOE assets and minimize losses and expenses; evaluates programs, physical conditions, and trends in claims against the organization to proactively identify and reduce exposures to risk.

Conducts site visits to ensure OSHA compliance; assists with annual FIT Reports; reviews and assesses playground and program equipment; responds to requests for risk assessments and investigates accidents and emergency situations.

Collaborates with other department leadership to coordinate 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; administers the program to ensure staff receive required CAL OSHA trainings; conducts CAL OSHA trainings as needed; supervises the implementation of the Injury and Illness Prevention Program to proactively protect the SCCOE.

Performs ergonomic evaluations of employee workstations, including visiting County Office sites, to observe employees and take photographs and measurements; and follows up with supervisors and employees regarding ergonomic recommendations.

Provides assistance with purchasing approved ergonomic equipment and maintaining an inventory of ergonomic items.

Supervises the worker's compensation program; analyzes associated medical costs and prepares recommendations for improvement.

Analyzes the risk management program to identify, evaluate, reduce, or eliminate risks and liabilities. Provides back-up and support to the Manager – Risk and Liability at Board of Education Meetings, Emergency Response Activities, and other events as assigned.

Supervises 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 Assistant Superintendent – Business Services regarding risk management issues as required; serves as an advisor to administrators; assists in the formulation and development of recommended policies, procedures, and programs.

Collaborates with other department leadership to plan, organize, and implement 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.

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.

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.

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 and organization of risk management operations and activities.

Basic laws relating to Workers' Compensation insurance, health insurance coverage, employer liability and general liability.

Risk management principles and techniques, including accident prevention, safety and loss control, site inspections, insurance regulations, workers' compensation and claims processing and related programs.

Research and analysis techniques.

Applicable laws, codes, regulations, policies and procedures.

Principles, practices and procedures of exposure identification and ergonomics for various work settings.

Supervising the performance of assigned personnel.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and supervise risk management operations and activities.

Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks.

Perform ergonomic evaluations of various worksites.

Perform site inspections to protect assets and minimize loss expenses.

Provides back-up and support to the Manager – Risk and Liability at Board of Education Meetings, Emergency Response Activities, and other events as assigned.

Plan, coordinate and supervise the response to workers' compensation claims.

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.

Supervise 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 three years increasingly responsible experience in risk management, loss prevention or insurance administration.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents in this class must possess a Workers' Compensation Self Insurance Administrator certification or obtain a Workers' Compensation Self Insurance Administrator certification within two (2) years of hire.

An Associate's in Risk Management (ARM) certification is desirable, but not required.

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

Site inspections.

**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: March 8, 2023



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 03/08/23