SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Risk Management Specialist
REPORTS TO: Manager, Insurance & Risk Services

DEPARTMENT: Risk Management
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 054 OTBS

REVISED: May 28, 2019

BASIC FUNCTION:
Perform technical and highly responsible administrative and staff duties related to the district’s property and liability insurance, unemployment insurance, special events insurance, and self-insurance programs; perform other department-related duties as assigned.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Assist in the operation and administration of the district’s property and liability, unemployment, special events and self-insurance programs; review contracts for appropriate risk transfer. E

Research, analyze and evaluate plans, programs, risk management and loss control, material damage and agency policy and program guidelines for compliance with applicable county, state and federal legislation. E

Determine eligibility and file claims as required with contracting agencies in administering insurance programs. E

Follow procedures and file necessary forms for submitting and/or protesting claims. E

Represent the district at appeal hearings resulting from protested claims for unemployment insurance (UI) benefits, as well as those resulting from contested liability and property claims, settlement conferences and small claim actions. E

Manage and perform the administrative and technical detail related to the review, audit, evaluation, investigation, filing and resolution of unemployment insurance (UI) benefit claims. E

Assist the Risk Manager as needed as the department liaison for district staff, insurance carriers, excess insurance, Joint Power Authorities (JPA), and others. E

As directed by the Risk Manager, explain district or departmental policies and procedures related to assigned functions. E

Perform related duties as assigned.
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in industrial relations, business or public administration, or other appropriate field and two years of recent, progressively responsible, directly related experience including adjusting large claim losses and/or primary responsibility for UI claims. Experience with large public agencies, excess insurance and/or joint power authorities is highly desirable.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Unemployment insurance state codes, property and liability insurance, and self-insurance programs.
Technical aspects of field of specialty.
Familiarity with principles of risk management, safety and loss control.
District business procedures, processes, and policies pertinent to assigned area.
Research methods and techniques.
Methods of statistical analysis and presentation; techniques of data collection and analysis.
Principles of training methods.
Computer software such as word-processing, spreadsheet, database management, and desktop publishing.
Oral and written English communication skills; correct English usage, grammar, spelling, punctuation and vocabulary.
Techniques of training and presentation.

ABILITY TO:
Perform complex administrative staff work related to the business and operational activities of an administrative office.
Operate with a high degree of independence with limited direction.
Analyze situations accurately and adopt an effective course of action.
Collect and analyze complex data; prepare reports, correspondence, statistical analyses, and financial statements.
Train and lead the work of others.
Evaluate work methods and procedures.
Operate standard office equipment including computers and related software applications including Microsoft Word and Excel.
Learn specialized software applications.
Plan and organize work.
Perform research and data analysis.
Maintain records and prepare reports and memoranda.
Meet schedules and timelines.
Communicate effectively orally and in writing.
Represent the district at hearings.
Establish and maintain effective working relationships with the public and all levels of management and staff.
Conduct training and presentations to individuals and large groups.
Research, read, interpret, apply, and explain rules, regulations, policies, and procedures.
WORKING CONDITIONS:

ENVIRONMENT:
Office setting, driving to various locations to conduct business and/or appear at hearings.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS:
A Risk Management Specialist performs the more difficult and complex administrative and staff duties of an operational and/or technical nature. It is required that the incumbent exercise a greater degree of discretion and independent judgment and decision making in carrying out business operations.

A Risk Management Technician performs specialized technical duties and support. It is required that the incumbent provide thorough knowledge of specialized functions while assisting in the daily operation of assigned office.

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