

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Insurance and Risk Services	REPORTS TO:	Treasurer
DEPARTMENT:	Treasurer	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	030
ISSUED:	April 28, 2009		

BASIC FUNCTION:

Plan, organize and manage the risk management function for the district, including property, liability, hazardous materials, accident insurance and claims, Safety and Environmental Health Workers' Compensation Insurance and claims and unemployment insurance; identify risk and control exposure to risk; manage and assist with investigations and verifications conducted by outside agencies; train, supervise and evaluate the performance of assigned personnel.

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

Plan, organize, control and manage the risk management functions for the district, including property, liability, accident insurance and claims, Safety and Environmental Health, Workers' Compensation Insurance and claims, and unemployment insurance. ***E***

Plan, coordinate and manage the district's property and liability claims; manage district property, personal property claims; approve claims to be handled by the district; purchase additional insurance to cover risk beyond the amount the district assumes. ***E***

Assess and evaluate the district's exposure to risk; recommend, implement and monitor risk avoidance, risk transfer, risk sharing and risk financing options for the district's Workers' Compensation, property, casualty and general liability program, employee student safety and other exposures through appropriate prevention and loss control; meet with consultant and staff to evaluate employee security practices and procedures. ***E***

Manage environmental health and hazardous material control issues; collaborate with agency officials to ensure compliance with local regulations. ***E***

Plan, organize and manage Workers' Compensation claims; assure proper benefits are paid promptly and accurately to work injured employees. ***E***

Plan, organize and implement long and short-term programs and activities designed to develop district-wide risk management programs and services. *E*

Direct the preparation and maintenance of detailed records of department functions and activities; review contracts for compliance with insurance and indemnity provisions and secure certificates of insurance from broker as required. *E*

Provide information and direction to other district departments regarding benefit administration, correct payroll administration, salary continuation and continuation of benefits as related to assigned functions; coordinate and manage modified or alternate duty policy for early return to work of viable employees. *E*

Provide technical expertise, information and assistance to the Treasurer regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Treasurer of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Maintain current knowledge of applicable provisions of the district auditing activities of the department; maintain and update the risk management information system to track claims and provide data for auditing and actuarial purposes. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination equivalent to a bachelor's degree in finance, risk management, business administration, public administration or related field and five years of progressively responsible, directly related supervisory experience in business, government, or risk management. Continuing education in claims and the professional designation of Associate in Risk Management (ARM) is desirable. A master's degree is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of procedural guidelines related to risk management programs and activities.

Risk avoidance, risk transfer, risk sharing and risk financing options.

Summary plan descriptions, vendor contracts, Workers' Compensation and property and liability forms.

Rules and regulations of FMLA, COBRA, Workers' Compensation and Labor Code, OSHA safety practices and related sections of the California Education Code.

Claims adjusting practices, insurance benefits administration and medical reporting vocabulary and procedures.

Principles and methods of evidence and civil procedure.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Plan, develop and maintain risk management programs.
- Negotiate, establish, and maintain liability coverages for the district.
- Evaluate and adjudicate claims.
- Supervise and evaluate the performance of assigned employees.
- Plan and organize work.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Prepare and maintain records, reports, forms and files.
- Interpret, apply, and explain rules, regulations, policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL ABILITIES:

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.

Job Code 1645

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