

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Risk Management Specialist	<b>REPORTS TO:</b>	Manager, Insurance & Risk Services
<b>DEPARTMENT:</b>	Risk Management	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	054 OTBS
<b>EFFECTIVE:</b>	October 28, 2014		

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**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. **E**

**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:**

None

**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.  
Techniques of training and presentation.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Reading and writing English communication skills.

**ABILITY TO:**

Operate standard office equipment including computers and related software applications including Microsoft Word and Excel.  
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.

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Job Code 6525

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