

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR II – RISK MANAGEMENT

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plan, organize, control and direct a comprehensive risk management program for the Santa Clara County Office of Education; monitor and administer public liability, property insurance, safety and loss prevention, fixed asset management, employee and student safety; unemployment insurance, workers' compensation programs and claims processing; supervise and monitor contracts program; advise and counsel administration and employees concerning risk avoidance, retention and transfer, and contracts management; serve as the liaison to joint powers insurance authorities and related organizations; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct a comprehensive risk management program for the Santa Clara County Office of Education; monitor and administer public liability, property insurance, safety and loss prevention, fixed asset management, employee and student safety, unemployment insurance, workers' compensation programs and claims processing; supervise and monitor contracts program for the departments within the County Office of Education.

Coordinate risk management activities to protect assets and minimize loss expenses; monitor and evaluate assigned programs, physical conditions and trends in claims against the organization to identify exposures to risk; develop, implement and evaluate loss control and risk financing techniques.

Administer the risk program and negotiate rates, administrative fee schedules, administrative agreements, premiums, policy terms, and claims processing with insurance brokers, insurance administrators, and the insurance Joint Powers Authority (JPA).

Coordinate and analyze safety programs and implement California Occupational, Safety, and Health Administration (CAL OSHA), Environmental Protection Act (EPA) standards and SB198 and the implementation of employee safety and loss prevention programs.

Direct, plan, develop and organize the contract management program; review, approve and monitor all contracts; assure contract management program complies with all local, State and Federal regulations; advises management on contract language and serve as liaison with human resources management and legal counsel on contractual matters.

Supervise the unemployment insurance program; analyze the worker's compensation program and associated medical costs and prepare recommendations as necessary.

Evaluate existing insurance coverage and recommend coverages or cost effective changes; monitor insurance programs to assure effectiveness of brokers and claims administrators.

Direct and evaluate the performance of assigned staff; interview and select employees and

recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Chief Business Officer regarding risk management issues; serve as advisor to Branch Chiefs and the Office of the Superintendent relating to contractual matters; assist in the formulation and development of policies, procedures and programs; recommend proper organization structure for assigned programs and functions.

Plan, organize and implement long and short-term programs and activities designed to develop programs and services; assure compliance with all State, Federal and local laws and regulations; manage insured claims and lawsuits against the Office and its employees.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; obtain appropriate insurance certificates.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; maintain current knowledge of changes in the field of risk management and incorporates changes as appropriate.

Develop and prepare the annual preliminary budget for the Risk Management department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Direct activities of grant project manager in the development of Readiness and Emergency Management Grant for schools.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

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, unemployment insurance, insurance regulations, workers compensation and claims processing and related programs.

Research and analysis techniques.

Contracts management and administration.

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, claims management and risk

financing.

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

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct 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.

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

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

Develop, implement and evaluate loss control and risk financing techniques.

Direct 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 time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a 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's in Risk Management (ARM) certification.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

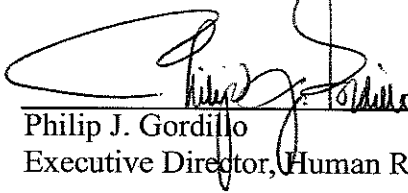
Hearing and speaking to exchange information and make presentations.

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: June 23, 2011


Philip J. Gordillo
Executive Director, Human Resources

7/01/11
Date