

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: DIRECTOR OF RISK MANAGEMENT AND EMPLOYEE BENEFITS

Job Goal: Under the direction and supervision of the Assistant Superintendent of Human Resources or designee, the Director of Risk Management and Employee Benefits shall be responsible for planning, organizing, and coordinating the District's benefits and loss control programs including Workers Compensation, property and liability insurance, student accident insurance, and safety programs.

QUALIFICATIONS

Knowledge of:

1. Federal, state, and local laws, codes, and statutes related to all areas of benefits, safety, loss prevention, risk management, insurance and self-insurance programs.
2. Principles, trends, methods and procedures pertaining to benefits, safety, and claim procedures.
3. Legal mandates, policies, regulations and guidelines pertaining to work-related injury or illness, school district liability, safety regulations (including Cal-OSHA), and benefits (including the Affordable Care Act).
4. Research and analysis methods, procedures and techniques.
5. Information and data management.
6. Resources, both human and financial, that may be utilized to implement effective safety and loss control programs.
7. Standard First Aid and CPR techniques.
8. District organization, operations, policies, and objectives.
9. Interpersonal skills using tact, patience, and courtesy.
10. Budget preparation and control.
11. Effective public speaking techniques.
12. Oral and written communication skills.
13. Principles and practices of administration, supervision, and training.
14. Proper English, grammar, vocabulary and spelling.
15. Mathematical and statistical principles used in insurance and risk management analysis.

Ability to:

1. Effectively and efficiently organize, coordinate and direct benefits, safety, and loss prevention programs.
2. Interpret, analyze and apply legal mandates, policies, regulations and guidelines pertaining to safety, environmental compliance, hazardous materials, and hazardous waste management.
3. Work effectively with local Police and Fire emergency service providers in the development of programs, policies, or procedures to the mutual benefit of the District and community.
4. Plan, organize and influence the action of others toward the improvement of health and safety practices.
5. Work independently with minimum direction.
6. Analyze complex problems and develop effective and efficient solutions.

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Ability to (continued)

7. Develop policies and procedures related to risk safety, security, loss prevention, insurance claims, and benefits.
8. Coordinate, develop, and/or conduct workshops and training seminars.
9. Meet schedules and timelines.
10. Efficiently and effectively plan and organize work.
11. Prepare narrative and statistical reports as required.
12. Analyze situations accurately and adopt an effective course of action.
13. Present and maintain a pleasant appearance and demeanor.
14. Perform the job functions in the job description.
15. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.
16. Work successfully with diverse groups of people.
17. Communicate effectively both in oral and written forms.
18. Establish and maintain cooperative working relationships.
19. Utilize current technology to communicate and interpret data effectively.
20. Collect, investigate and analyze data and prepare clear and concise reports related to school district benefits, liability, safety, and hazard communication matters.
21. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
22. Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
23. Assure timely communication between assigned office and District employees.
24. Maintain the confidentiality of information used in personnel issues and/or District functions.
25. Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs.
26. Coordinate professional growth activities.

Training and Experience:

1. Graduation from a recognized college or university with a Bachelor's Degree in Insurance/Risk Management, Science/Engineering, Business Administration, Public Administration, or a closely related field.
2. Six years' experience in benefits, loss control, risk management, and/or safety, preferably in a school district, supplemented by coursework, training or workshops in safety engineering, employee benefits, risk management or related fields.
3. Hold one or more of the industry designations: Associate in Loss Control Management (ALCM), Associate in Risk Management (ARM or ARM-P), Certified Risk Manager (CRM), Certified Safety Specialist (CSP), Certified School Risk Manager (CSRM), or Chartered Property Casualty Underwriter (CPCU).
4. Any other combination of education and experience likely to achieve the skills, knowledge, abilities and traits may be considered.

REPORTS TO: Assistant Superintendent of Human Resources or designee

SUPERVISES: Risk Management personnel as assigned

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ESSENTIAL FUNCTIONS

1. Plans, organizes, and coordinates the District's insurance programs including employee benefits, Workers Compensation, property and liability, and student accident insurance.
2. Compiles and analyzes data to develop and recommends policies and administrative regulations regarding loss control, Workers Compensation, and self-insurance programs.
3. Negotiates settlements with claimants when appropriate within the member retained limit or various deductibles that may apply to insurance programs currently in place.
4. Develops, negotiates, recommends, and/or alters benefits, property/liability and Workers Compensation insurance quotes and contracts when appropriate.
5. Assists in the development and design of medical insurance benefit quotes and contracts.
6. Manages the Americans with Disabilities Act Program and Procedures.
7. Develops, implements, and monitors safety credit budgets.
8. Oversees the District's hazardous materials program.
9. Coordinates and/or conducts employee safety and training programs as well as new employee orientation requirements relative to workplace safety.
10. Coordinates, monitors, oversees and tracks employee safety and training program compliance, annually and ongoing.
11. Annually updates all employees on safety and risk information and notification requirements through annual employee handbook.
12. Plans, organizes, and coordinates the functions and activities of the Safety Committee including site/facility safety inspections.
13. Investigates and analyzes accidents involving District employees and students injured while using District equipment or facilities including the preparation of materials and evidence for use in hearings, litigation and insurance claims.
14. Assists divisions, departments and school administrators in their accident reporting and accident prevention responsibilities.
15. Analyzes the District's claims, loss and accident history and identifies methods to eliminate, minimize, or indemnify risks or possible losses.
16. Assures District compliance with and provides necessary leadership in all federal, state and local codes, regulations and laws (including OSHA) pertaining to student, employee, and environmental safety.
17. Supervises and evaluates the performance of assigned staff.
18. Prepares and maintains a variety of correspondence, reports, records and files related to assigned activities and personnel.
19. Acts as liaison among insurance companies, Joint Powers Authorities, attorneys, District staff, and appropriate local, state, and federal agencies.
20. Processes claims against the District according to established procedures.
21. Serves on a variety of risk management committees.
22. Collaborates with Human Resources Division regarding disability compliance and the interactive process under the ADA (Americans with Disabilities Act) and California's FEHA (Fair Employment and housing Act).
23. Visits school sites regularly to collaborate with administration on safety issues.
24. Provides training, direction, technical and analytical support to professional staff, District committees, principals, division and department heads.
25. Performs related duties as assigned.

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.

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PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

SPECIAL REQUIREMENTS

1. Possession and maintenance of a valid and appropriate California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.
2. Must use safety equipment and devices designated for this position.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The Assistant Superintendent of Human Resources or designee will complete the evaluation.

Approved by: Board of Education
Revised by: Board of Education
Revised by: Board of Education

Date: March 10, 2005
Date: June 25, 2015
Date: December 14, 2021

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Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.