

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/17	<u>RISK MANAGER</u>	3.6.3
Effective Date	Job Title	Index

1. **Primary Function:** Plans, manages, and administers the District's self-insurance fund; trains and manages Safety and Risk Management Services personnel under the Risk Manager's supervision; provides education, training, safety, and environmental quality programs to District staff with the objective of minimizing loss or damage to District assets and improve safety of staff and students.
  
2. **Responsibilities:**
  - 2.01 Supervises, trains, and evaluates the activities of the Safety and Risk Management Services (SRMS) staff under risk manager supervision.
  - 2.02 Assist in the development of District policies in risk retention and management.
  - 2.03 Administers, manages, and evaluates personnel and activities in the areas of professional, auto, and general liability; occupational health; employee, student, patron and fleet safety; property conservation, security and safety; environmental protection; and emergency preparedness.
  - 2.04 Develops and implements training programs and procedures in the areas of safety and environmental quality.
  - 2.05 Supervises and manages claims administration by reviewing and approving property and liability claims with significant loss potential.
  - 2.06 Participates in the negotiation of property settlements in conjunction with executive administration, legal counsel, and insurance companies. Ensures required claim records are maintained and establishes procedures for tracking, reporting, and processing losses and claims.
  - 2.07 Plans, directs, and supervises studies on a regular basis to gather and analyze loss information, exposure, reserves and trends.
  - 2.08 Recommends and implements loss prevention programs and procedures to minimize future loss and control exposure to liability and property damage for the District.
  - 2.09 Obtains actuarial analysis and recommends budgets and reserves for the District's Risk Management Fund. Monitors and controls revenue and expenditures in the District's Risk Management budget.
  - 2.10 Develops, recommends, and administers self-insurance programs, including the determination of appropriate risk retention, the establishment of adequate reserves, and the administration of claims and purchase of insurance.
  - 2.11 Investigates and recommends selection of agents, brokers, insurance companies, and levels of coverage.
  - 2.12 Recommends minimum exposure levels for District contracts in compliance with federal and state law.
  - 2.13 Visits facilities regularly to discuss risk management with administrators and managers and to learn of new or changed exposures.

- 2.14 Maintains awareness of federal, state, local rules, regulations, and legislation affecting the risk management. Develops QAM policies and procedures for District compliance.
- 2.15 Maintains awareness of the legal regulatory and competitive environment affecting the price and availability of insurance.
- 2.16 Coordinates development of disaster plans and guidelines for minimizing losses and injuries in an emergency; e.g. coordinates development of environmental emergency control responses.
- 2.17 Reviews major leases, contracts and District agents for potential liability and responsibilities that should be avoided or insured and for unacceptable contingency provisions that may need to be negotiated.
- 2.18 Establishes and maintains a current property value record for the district.
- 2.19 Maintains a five-year running record of all accidents and losses insured and uninsured including recoveries from others and reserves held by insurers. Evaluates historical loss frequency and severity along with loss trends. Prepares an annual report of losses with recommendations for educating employees, making environmental changes and or shift in programs or activities.
- 2.20 Reviews and approves insurance premium billings and allocation of premium charges.
- 2.21 Prepares and monitors a budget for each fiscal year.
- 2.22 Conducts CPTED (Crime Prevention Through Environmental Design) assessment on district properties.
- 2.23 Assists in the management of the threat response system.
- 2.24 Conducts customer service assessments, monitors delivery of department customer service, and provides leadership and support in customer service improvement, tracks and records customer service feedback and public relations.
- 2.25 Assists SRMS Director in improving diplomatic communications and relationships with internal and external stakeholders and customer partners.
- 2.26 Performs other related duties as assigned.

3. Major Planning Requirements:

- 3.01 Develops claims reserves and estimates future claims costs for property, liability, and workers compensation for budgeting.
- 3.02 Develops short and long-range plans for the risk management program and insurance protection.

4. Key Relationships

- 4.01 Director of Safety and Risk Management Services: Reports to this position.
- 4.02 Safety and Risk Management staff.
- 4.03 Insurance Companies, Agent(s) of Record, and Service Providers: Consults with them regarding matters pertaining to the District's risk management program.
- 4.04 School and District Administrators: Respond to inquiries and investigate problem areas, advise on loss prevention, clarify and interpret federal and state regulations, and District policies and procedures related to risk management.
- 4.05 Governmental Agencies: Discuss and assess impact of current and proposed rules and regulations on risk management issues in the District.
- 4.06 Stakeholders and community partners.

5. Minimum Qualifications:

- 5.01 Bachelor's degree or two years college and/or four years training in technical areas within a school district or governmental agency of comparable size.
- 5.02 Five years experience in workplace safety or Occupational Health and Safety, administration of property, liability or workers compensation claims (experience at self-insured entity preferred) and/or.
- 5.03 Five years of related managerial, professional or technical experience involving the supervision of others in budgeting, loss analysis, claim management, safety and environmental health (experience at self-insured entity preferred).
- 5.04 Associate in Risk Management (ARM) designation is preferred.
- 5.05 A strong customer service perspective.
- 5.06 Preference given for training in Emergency Management Incident Command (IC100-400)
- 5.07 Experience in emergency response and preparedness.
- 5.08 Possess excellent organizational skills, demonstrate excellent interpersonal relationship skills, exhibit problem solving ability, have successful team building experience and excellent oral and written communication skills or
- 5.09 Any satisfactory combination of the above

6. Term of Employment: 12 months.

7. Salary Level: Grade 206A.

8. Working Conditions:

The position generally works in an office environment with occasional visits to inspect facilities for potential hazards or CPTED assessments, discuss new or changed exposures and evaluate potential remedies.