

**RIM OF THE WORLD UNIFIED SCHOOL DISTRICT**  
**DIRECTOR OF RISK MANAGEMENT/BENEFITS**

**REPORTS TO:** Director of Business  
**SALARY SCHEDULE:** Classified Management  
**SALARY RANGE:** \$98,846 - \$114,589  
**WORK YEAR:** 261 days  
**FLSA:** Exempt

**DEFINITION:** The Director of Risk Management/Benefits oversees all risk management functions including: managing and directing the workers' compensation and property/liability insurance programs which includes reviewing claims and coordinating settlement with outside counsel; assure compliance with the complex risk management program in claims and managing, preventing, or reducing loss exposure on anticipated and recurrent losses; assists with safety programs for the District; establishes and analyzes all relevant data to effect necessary control plans in order to bring all claims to equitable conclusion for employees and District; ensure compliance with American with Disabilities Act and requirements for reasonable accommodations; ensuring proper financial allocation of expenditures and revenues; manages and implements comprehensive employee benefits programs, including group medical, dental, vision, life insurance, Section 125, and other employee benefits programs; acquiring and/or providing varied/highly complex assistance/information to Assistant Superintendent.

**EXAMPLE OF DUTIES:** The listed examples are intended to represent typical duties assigned to the classification and may not include all duties that may be assigned. Not every position performs all of the duties listed. Perform other duties as assigned.

**ESSENTIAL FUNCTIONS:**

- Administers property and liability claims against the District, including litigation case management.
- Acts as property and liability insurance liaison with community, school staff and business/governmental entities.
- Acts as liaison between employees, carriers and health care providers arranging presentations to employee groups to assure their understanding of benefit programs and coordinating in-services.
- Answers questions, handles complaints and preparation of claims.
- Administers employee and retiree eligibility provisions for district group insurance plans; oversees the annual open enrollment process for all district employees and eligible retirees.
- Administers programs for the purpose of promoting safe working conditions and reduce loss experience. Identify and evaluate unsafe work place conditions and unsafe work practices for the purpose of recommending changes and solutions to employees and management.
- Coordinates and Disaster Committee plans, drills, training, etc.
- Coordinates employee training through Target Solutions.
- Analyze complex problems for the purpose of formulating effective solutions. Analyze, classify and rate risks, exposure and loss expectancies.
- Analyze documents (e.g. student accident and employee injury reports, Doctor's reports, vocational rehab analyses, permanent disability rating, etc.) for the purpose of determining appropriate course of action and/or recommendation for proper handling of claim and worker's compensation settlement.
- Analyze claims and use judgment and tact in recommending or exercising appropriate action.

- 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 worker's compensation, property, casualty and general liability programs, employee and student safety and other exposures through appropriate prevention and loss control programs.
- Assists key administrative personnel for the purpose of providing assistance with their administrative functions.
- Assists in District compliance with ADA (Americans with Disabilities Act) requirements related to job restructuring, work scheduling, and requests for reasonable accommodations.
- Compiles and maintains special confidential correspondence and administrative files of correspondence and other documents.
- Composes documents (i.e. correspondence, agendas, minutes, reports, etc.) for the purpose of communicating information (i.e. school district personnel, Board members, parents, state officials and agencies, legal counsel, and insurance administrators, etc.).
- Coordinates aspects of litigation claims filed against the District; serving as District representative at court proceedings, reviewing and preparing discovery documents to assist legal counsel, and coordinating attendance of district employees at court proceedings.
- Coordinate light duty/return to work programs for injured/ill district employees; consults with physicians on specific employees' injuries and special accommodations; identify physical and/or psychological job restrictions/limitations, recommend job-related accommodations; consult with district staff to help facilitate timely return to work of injured employees.
- Implement, supervise and direct day-to-day technical details and assist in the planning of employee benefit programs (e.g. group medical, dental, vision, life long-term disability insurance programs, Section 125 and cafeteria benefits, and other programs as assigned) for active certificated and classified employees, retirees and eligible dependents.
- Interprets insurance contract language and makes eligibility determinations and disseminates to employee benefits staff for implementation.
- Interprets, explains laws, rules, policies and agreements to District officials, employees' organizations and the public.
- Investigates and reviews authenticity of claims; determines appropriateness and feasibility of subrogation and follows up on procedures.
- Maintains liaison with administrators, employee groups, insurance carriers, rehabilitation counselors, attorneys, government agencies and others to obtain important and/or confidential information relating to claims and loss control functions.
- Monitors activities and/or components (e.g. Education Code, Labor Code, budgets, district requirements, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements. Negotiate contracts and rates for insurance carriers, contracts, liaison with collective bargaining unity representatives to develop, coordinate, and implement modifications to employees' benefits plans.
- Oversees employees on modified duty for the purpose of providing support and ensuring coordination of production and work restrictions with supervisors and physicians.
- Participates informational activities (e.g. meetings, workshops, health fairs, etc.) for the purpose of receiving and/or providing information.
- Participates in highly confidential employee management and/or Governing Board meetings and deliberations as it relates to the duties of this position.
- Prepares a variety of program and project materials including correspondence, bulletins, handbooks, newsletters, documents and exhibits. Includes updates to district website regarding benefits and risk management.
- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel.

- Processes various reports for the purpose of updating information and/or ensuring coverage of employees.
- Provides technical expertise, counsel, and recommendations to District administrators, bargaining units, vendors or employees in risk management, safety, or insurance areas.
- Receives complaints, relays information and makes referrals as necessary.
- Represents the District at the Workers' Compensation Appeals Board, Civil Court, JPA Boards, dispositions.
- Researches various information (e.g. current practices, policies, Education Code, Labor Code, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements.
- Researches and reviews principles, trends, methods, and procedures pertaining to modern employee benefits administration.
- Resolves disputes and communicates with participants in cases that cannot be routinely handled by employee benefits representatives and handles all appeals cases from participants, beneficiaries, legal representatives and employee organizations.
- Reviews and maintains student accident reports for the purpose of investigations and/or recommendation of safe school environment.
- Reviews claims and investigates as required, advising claimant of policy provision and claims procedures, prepares necessary documentation and works closely with claims administrators and brokers in determination of claimant eligibility and propriety of disputed claims.
- Supervises the processing and maintenance of records involving legal actions, liability claims, property damage, personnel and student accidents/injuries, vandalism reimbursements and vehicle accidents.
- Supports Director of Business Services, Director of Administrative Services, Assistant Superintendent of Personnel/Pupil Services; as well as the Superintendent for the purposes of providing assistance with administrative functions.

**EDUCATION, TRAINING AND EXPERIENCE:**

- Bachelor's Degree from an accredited college or university; and additional education in Risk Management, Organizational Management or Transportation. Equivalent experience may be considered.
- Five (5) years of experience at a professional level directly involved in the administration of a risk management program in a public or private entity of comparable size to the District. This experience should include professional level responsibility for risk management, Worker's Compensation claims, general liability claims, and health benefits administration.

**SKILLS, KNOWLEDGE AND ABILITIES:**

- Knowledge to perform basic math plus algebra and geometry for practical applications; to read technical information, create and/or compose documents and/or participate in panel discussions; and to analyze situations to define issues and draw conclusions; and/or speaks before groups.
- In-depth, knowledge of risk management administration and procedures; state and federal laws relating to worker's compensation, liability; principles of supervision and management; research, analysis, data management, storage and retrieval; insurance underwriting, benefit, cost project, risk analysis and loss control principles and practices; labor, safety and environmental laws and codes; public relations principles; oral communication skills; computer usage and software; record keeping techniques.
- Skills to perform multiple specialized technical tasks. Specific skills to apply pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and educational backgrounds; operate standard office equipment; perform standard bookkeeping/accounting procedures; plan and manage projects; prepare and maintain accurate records; prepare budgets and financial plans; and utilize pertinent software applications; keyboard/computer literate.

- Skill to use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers and listen, with empathy, to concerns of employee, managers and others affected by risk management activities. Establish and maintain effective working relationships with District managers and administrators, representatives of other governmental agencies, insurers, vendors, third-party administrators, employers and others encountered in the course of work.
- Abilities to deal with a level of complexity of tasks that require significant flexibility with people; processing of data; coordinating of other person's schedules and/or activities; discretion, independent action and/or judgment with regards to using data and/or working with people, uses and/or sources of data; and interacting with persons and/or agendas that frequently change. Specific abilities to adhere to safety practices; be attentive to detail; meet deadlines and schedules and work under time constraints.
- Ability to interpret, apply and explain laws, rules, regulations, policies, procedures and contracts pertaining to risk management, safety and legal procedures; communicate clearly both orally and in writing; train and supervise staff; analyze complex problems and develop and schedule diversified loss prevention and safety programs; work independently; develop budget, monitor and control expenditures; establish and maintain effective and cooperative working relationships with others.
- Responsibility in relationship to people includes leading, guiding and/or coordinating. Supervises the use of funds with responsibility for the care of assets. The necessary resources required (people, equipment, facilities, and/or funding) to perform job functions are of a significant scope and frequent opportunity exists for significant impact (positive or negative) on the organization's mission. Work is not normally reviewed in detail.

**OTHER QUALIFICATIONS:**

- Operate a variety of office equipment including calculator, copier, computer terminal and facsimile machine.
- Possession of a valid California Driver's license, fingerprints/criminal justice clearance (Department of Justice clearance), Tuberculosis and drug and alcohol clearance.

**WORK ENVIRONMENT AND PHYSICAL ABILITIES:** The physical requirements below are necessary to perform the essential function. Reasonable accommodations will be made to enable a person with a disability to perform these functions.

- Work environment is an indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- The ability to lift/carry 30 pounds.