TITLE: Risk Manager

SECTION: Human Resources

DEPARTMENT: Administration

REPORTING RELATIONSHIP:

Reports to: Human Resources Director

Supervises the following positions: Not applicable

DEFINITION: Coordinate and perform complex analytical work involving the district’s risk management and insurance programs including and not limited to the total administration of the district’s self insured workers’ compensation program, insurance compliance and insured property and casualty claims. Serves as a consultant to management in a wide range of risk, insurance and claims matters and perform related work.

ESSENTIAL FUNCTIONS:

1. Performs analytical studies in the area of property and casualty which involve insured and self insured programs. Negotiates the placement of all insurances and/or develops adequate methods of self insurance.

2. Advises District management on a variety of risk matters including contractor requirements and claims. Examines written agreements and identifies exposure to loss. Monitor insurance compliance of all district’s contracts.

3. Administers, monitors and controls the risk transfer process.

4. Responsible for the administration of the district’s self insured workers compensation program. This includes coordinating all claims information to district departments and claims administrator, reconciliation of all benefits internal and external, correspond with district counsel, interface with district auditors on reserving practices, employee training, prepare and present yearly self insurance annual statement.

5. Establish claim administration procedures and guidelines for monitoring and auditing the activities of the district’s third party administrator and legal defense counsel.

6. Monitor and maintain the district’s policy administration program.

7. Preparation of board presentations, employee/supervisor presentations and general manager reports.
ESSENTIAL FUNCTIONS (Cont.):

8. Prepares insurance renewal proposals for property, casualty, underground storage tanks, director and officers’ liability, employment practice liability, non-owned aircraft, travel accident, crime coverage, notary blanket bond and workers’ compensation.

9. Manage and maintain property schedules.

10. Participate in the development of an annual insured and self insured budget, including adequacy of reserving practices for self insured programs.

MINIMUM QUALIFICATIONS:

Knowledge of:
- Principles and practices of property and casualty insurance, loss prevention, safety, asset protection and risk management.
- Methodology of conducting and evaluating a comprehensive risk management program.
- Operation and activities of a risk management program
- Methods of research and analysis
- State workers’ compensation laws, regulations and practice.
- Modern office procedures, methods and equipment including computers and related software
- Technical and medical terminology related to the cause and treatment of occupational injuries and illnesses
- Administration of general insurance policies and practices

Ability to:
- Analyze legal contracts that involve exposure to loss.
- Interpret and apply a wide variety of laws, regulations and policies.
- Communicate effectively both verbally and in writing.
- Develop and maintain effective working relationships.
- Actively perform day to day activities of the Risk Management Department.
- Prioritize and meet deadlines.
- Exercises sound, independent judgment using general policy guidelines.
- Use professional customer service skills.
- Operate a computer workstation and accurately input data.
- Maintain accurate records and files.
- Prepare clear and concise reports and/or special projects.

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.
MINIMUM QUALIFICATIONS (Cont.):

Experience: Seven years performing analytical work involving one or more of the risk management or workers’ compensation functions: insurance, self insurance, claims management, risk financing, risk identification or loss treatment. At least three of the years of experience must be at the management or director level.

Education: Graduation from a recognized college with a Bachelor’s degree in business, public administration, finance or related field.

PHYSICAL REQUIREMENTS:

1. Drive District vehicle to District and medical facilities. Driving: Low.

2. Sits for prolonged periods of time.

3. Operate computer work station and answer phones.

See Human Resources for physical assessment form.

I acknowledge that this job description is an accurate representation of this position as of this date.

Approval Department Head______________________________ Date __________

Approval General Manager______________________________ Date __________