

ORANGE UNIFIED SCHOOL DISTRICT

DIRECTOR, RISK MANAGEMENT

DEFINITION

Under direction, to plan, organize, coordinate, and direct the District risk management program; to plan, organize, coordinate, and direct the District employee benefit, workers' compensation, and liability programs; to plan, organize and coordinate the functions of the District's Safety Committee; to plan, organize, and coordinate the inspection of District school sites and facilities for hazardous and unsafe materials; and to do other related work as directed.

ESSENTIAL DUTIES

- Plan, organize, and coordinate the workers' compensation program and serve as a liaison to the program claim administrator.
- Plan, organize, and manage the District employee benefit program, including negotiating with insurance carriers for preferred rates based on the District program use experience.
- Review, monitor, and audit employee benefit offerings, and recommend various plans and programs for consideration.
- Plan, organize, and coordinate the property liability and loss prevention program.
- Investigate, monitor and audit industrial illness and injury situations, and liability situations, and provide evaluative reports.
- Review, inspect, evaluate, and analyze work areas and present recommendations to ameliorate and correct injurious environmental conditions.
- Inspect school and office facilities for adherence to industrial health and safety policies, regulations, and guidelines.
- Monitor areas that house potentially dangerous chemicals to ensure that safe storage and handling procedures are in effect.
- Inspect and spot check machinery and equipment to ensure that proper safety devices and equipment are in place and are being utilized.
- Plan, organize, coordinate, and conduct personnel orientation and in-service training programs.
- Plan, organize, and coordinate the preparation of required risk management related reports in compliance with State, Federal and JPA guidelines.
- Coordinate the functions and activities of the Safety Committee that include receiving and providing safety related data and information, planning safety inspection and instruction programs, and providing information pertaining to new health and safety regulatory matters.
- Confer, counsel, and advise District personnel and others concerning alternative solutions to safety and environmental problems, issues, and concerns.
- Prepare or assist in the preparation of policies, regulations, and guidelines pertaining to health and safety, and employee rehabilitation practices.
- Review, analyze, and evaluate school and office facility disaster plans and offer recommendations for improvement.
- Review and spot check District purchases pertaining to health, safety, and environmental concerns.
- Maintain a comprehensive data and information management, storage, and retrieval system.
- Plan, organize, and coordinate a disabled employee rehabilitation and return to service program.

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QUALIFICATIONS

Knowledge of:

Principles, practices, and trends pertaining to a comprehensive risk management and safety programs;

Legal mandates, policies, regulations, and guidelines regarding health and safety, and related risk management programs;

Educational organization goals, objectives, and operating practices and procedures;

Research and analysis methods, procedures, and techniques, and technical writing style and formatting;

Information and data management, storage, and retrieval systems;

Safe working methods and procedures.

Ability to:

Effectively and efficiently organize, coordinate, and direct a risk management, loss prevention program;

Interpret and apply legal mandates, policies, regulations, and guidelines pertaining to industrial health and safety, and liability programs;

Perform action research and prepare clear and concise management reports;

Plan, organize, and influence the action of others toward the improvement of health, safety, and loss conservation practices;

Communicate effectively in oral and written form;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

This type of work involves sitting a portion of the time, but will involve walking or standing for extended periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

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Experience:

Four years of experience organizing, coordinating or directing risk management programs.

Education:

Equivalent to the completion of an Associate of Arts or higher degree, supplemented by course work or training in liability and health insurance programs, safety engineering, public administration, or closely related fields.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability carrier.