

## ORANGE UNIFIED SCHOOL DISTRICT

### **ASSISTANT DIRECTOR, RISK MANAGEMENT**

#### **DEFINITION**

Under general direction of the Administrative Director, Business Services, to assist in the administration of the District's overall Risk Management program, including planning, organizing, and coordinating the District Risk Management program; to plan, organize, and coordinate the District employee benefit, workers' compensation, and liability programs; to plan, organize and coordinate the functions of the District's Employee Benefit 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**

- Provide direct assistance to plan, organize, and coordinate the workers' compensation program and serve as a liaison to the program claim administrator.
- Provide direct assistance to plan, organize, and coordinate the property liability and loss prevention program.
- Provide direct assistance to plan, organize, and manage the District employee benefit program, including negotiating with insurance carriers for preferred rates based on the District program use experience.
- Assist in reviewing, monitoring, and auditing employee benefit offerings, and recommend various plans and programs for consideration.
- Provide direct assistance in the implementation of Health Care Reform and other government mandates.
- Receive and forward all claims to the appropriate third-party claims administrator for handling and adjustments.
- Investigate, monitor and audit accidents and claims, industrial illness and injury situations, liability situations, provide evaluative reports and maintain related legal files and records.
- Assist in reviewing, inspecting, evaluating, and analyzing work areas and present recommendations to ameliorate and correct injurious environmental conditions.
- Coordinate the inspection of 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.
- Provide direct assistance to plan, organize and coordinate personnel orientation and in-service training programs.
- Provide direct assistance to plan, organize, and coordinate the preparation of required risk management related reports in compliance with State, Federal and JPA guidelines.
- Plan safety inspection and provide information pertaining to new health and safety regulatory matters.
- Provide direct assistance to District personnel and others concerning alternative solutions to safety and environmental problems, issues, and concerns.
- Support the development of policies, regulations, and guidelines pertaining to health and safety, and employee rehabilitation practices.

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- Participate in the review, analysis, and evaluation of school and office facility disaster plans and offer recommendations for improvement.
- Participate in reviewing and spot checking District purchases pertaining to health, safety, and environmental concerns.
- Maintain a comprehensive data and information management, storage, and retrieval system.
- Support the development, organization and coordination of a disabled employee rehabilitation and return to service program.
- Supervise and evaluate the performance of assigned staff.
- Perform other job-related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

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

Legal mandates, policies, regulations, and guidelines regarding Affordable Care Act (ACA), health and safety, and related risk management programs;

Cal/OSHA regulations and safety inspections methods.

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 assist with the direction of the risk management, and loss prevention programs;

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;

Operate a personal computer and related software including MS Excel, Word, and PowerPoint;

Communicate effectively in oral and written form;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships.

Supervise and train subordinates.

### **PHYSICAL DEMANDS**

This position classification performs light work that involves sitting a major portion of the time, but does require walking and standing for periods of time. This position requires accurate distinguishing of sound, near and far vision, depth perception, working with employment records and business machines, and providing and receiving oral information and direction.

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

#### **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:

Education and Experience: The skills, knowledge, and abilities that would be acquired through graduation from a four-year accredited college or university with background in business administration, risk management, or a related field, or that would be acquired through experience with a minimum of five years of increasingly responsible professional risk management leadership experience, preferably including work in a public school district in California; A minimum of three years' experience in risk management or the equivalent is required.

#### **License Requirement**

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

#### **Condition of Employment**

Insurability by the District's liability carrier.