

## **ORANGE UNIFIED SCHOOL DISTRICT**

### **RISK MANAGEMENT COORDINATOR**

#### **DEFINITION**

Under the direction of the Assistant Director of Risk Management, plans, organizes, monitors, audits and coordinates in the fiscal services and analysis functions pertaining to the District and Risk Management, Business Services or other related area. Provide leadership to future development and improvement within the department. Coordinate administrative requirements in connection with employer sponsored coverage.

#### **Duties**

- Perform financial and data management functions for documents pertaining to Risk Management
- Investigate and analyze District claims, losses and accidents
- Create proper procedures and workflow within the department for efficiency
- Oversees staff in the Risk Management department
- Provides quality customer service in person and on the telephone
- Insure the compliance of the District within the guidelines of Risk Management functions
- Prepares and accurately completes required forms in a timely manner for compliance
- Prepare, assemble, tabulate, calculate, analyze, and reconcile spreadsheets
- Maintain and update internal databases regarding Risk Management/Business Services information
- Oversee the audit of insurance premium costs and distribution of costs
- Composes documents and manuals for department/committee meetings
- Develop and distribute employee health education information
- Ability to plan, coordinate, and convey information at meetings and presentations
- Ability to work collaboratively with external vendors and internal departments
- Attends and participates in meetings, workshops, and seminars to keep current on Risk Management issues
- Evaluates the impact of legislation on the District's insurance plans and make recommendations
- Perform other duties as assigned

#### **Qualifications**

- Financial record management methods, procedures and techniques
- Familiarity with Risk Management functions
- Preparing Excel spreadsheets for records management
- Preparing internal and external communications in Word
- Personal computer and related software including MS Excel, Word, PowerPoint and QSS financial system

#### **Ability to**

- Work cooperatively and effectively with external developers, contractors, vendors and internal employees, departments, and groups in the course of performing work
- Interpret and apply District policy to various requests

- Operate a personal computer and related software including but not limited to QSS, demographics, and MS Excel
- Attend offsite meetings as needed

### **Physical Demands**

This position classification requires the employee to regularly sit and talk or hear. The employee is occasionally required to stand, walk, use hands and finger, handle or feel objects, tools or controls, reach with hands and arms, and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 40 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

### **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.

Possess a valid California Motor Vehicle Driver's License. Incumbents of this position may be required to use a personal vehicle in the course of employment, and may be required to attend periodic meetings and/or travel within and out of District boundaries to attend meetings. Incumbents may be required to work at a video display terminal for prolonged periods.

**Manage ACA functions**

**Familiar with Workers Compensation regulations**

**Familiar with health benefit functions, including enrollment, COBRA, and retirees**

**Supervisory experience**