

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED SEPTEMBER 2006  
CLASSIFIED MANAGEMENT SALARY SCHEDULE: #85  
RANGE: 22.0  
TECHNICAL/SPECIALIST SERVICES SERIES  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 2,6,8**

**MANAGER, RISK MANAGEMENT SERVICES  
Self-Insured Schools of California (SISC)**

**DEFINITION**

Under the supervision and evaluation from the Chief Administrative Officer, plan organize, and administer a program of comprehensive risk management and loss control;

analyze, develop and recommend risk management procedures and programs;

assist the liability and workers' compensation departments in helping member school districts in managing their Workers' Compensation program, liability, occupational and industrial safety, absence and disability management program, and other related programs and activities;

to supervise, train, and evaluate risk management staff.

**EXAMPLES OF DUTIES**

Studies and analyzes the degree of exposure member school districts have to various types of casualties;

survey district facilities, programs, and operations to identify hazards and potential liabilities and evaluate the risk;

works with the liability and workers' compensation departments to develop, implement, and oversee procedures to minimize liability and workers' compensation losses;

serves as a resource person to member school districts regarding a wide variety of issues pertaining to risk management and loss control activities;

stays abreast of new trends and innovations in the field of risk management;

maintain databases for collecting and analyzing claims activity information for use in projecting frequency and severity of losses;

work with the liability and workers' compensation departments in conduct of accident investigations regarding SISC I and SISC II;

keeps immediate supervisor and designated others fully and accurately informed with respect to risk management activities;

have someone from the Risk Management department attend liability and workers' compensation staff meetings as requested;

perform and train staff to conduct complex indoor environmental assessments;

administer preventive maintenance/risk management programs;

understand and accurately interpret state and federal safety and health related regulations;

assist member districts with the implementation on the AHERA Operation and Maintenance Plan;

perform risk management and safety training for member school districts;

maintain the online training program;

plan, organize, and administer the property evaluation program;

devise and applies valuation methods for assigned property types through compilation and analysis of school property;

reviews construction contracts to determine construction insurance needs and advise districts on coverage parameters;

maintains a working relationship with the Division of States Architect, California Department of Education, and The Office of Public School Construction;

assess property losses;

maintain the vehicle insurance reporting database;

understand and accurately interpret the California Education Code;

advise member districts with respect to, and/or facilitate, fitness for duty evaluations;

provide consultation services to member districts regarding disability discrimination obligations pursuant to FEHA and ADA;

assist member district in conducting or implementing the interactive process applicable to both industrial and non-industrial related conditions;

assist member districts in conducting job task analysis for the purpose of quantifying essential job functions.

## **QUALIFICATIONS**

### Knowledge of:

Advanced knowledge of Risk Management and claims/incident investigations;

considerable knowledge of the principles and practices of the public sector Risk Management;

knowledge of the methods and practices of loss trending, risk transfer, risk financing, risk control, risk assessment and analysis, and sound risk management principles;

comprehensive knowledge of building construction and construction phasing;

knowledge of appraisal principles, procedures, and terminology;

building methods and types;

pertinent building construction laws.

### Ability to:

Ability to work independently and display creativity, exercise sound judgment, demonstrate initiative, possess written and oral communication skills;

read, analyze, and interpret complex documents;

define problems, collect data, establish facts, and draw valid conclusions.

Experience:

Four years experience in safety, environmental, construction and/or risk management field.

Education:

Bachelor's degree, or A.A. degree and six years of relevant experience as stated above may be substituted.

Certification in safety and/or risk management desired.

California contractors or appraiser license desired.

Condition of employment:

Possession of a valid Class "C" California drivers' license and proof of privately owned automobile insurance is required at the time of appointment for this position.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position is overtime exempt and has a probationary period of one year.

ST:rw

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