

RISK MANAGER

CLASS SUMMARY

Under general direction, plans, organizes and directs the risk management, environmental safety, and insurance programs of the district; plans, negotiates and maintains the district's property/liability, health benefits, worker's compensation, and student accident insurance programs.

REPRESENTATIVE DUTIES

Prepares insurance specifications, analyzes bids, and negotiates policy terms, rates and related matters; recommends modifications to insurance programs; acts as the district's liaison with insurance carriers, brokers, and self-insurance pools regarding contract interpretation, enrollment and claims processing; plans and directs the employee medical, dental, vision and life insurance programs; prepares and monitors the self-insurance fund budget and keeps senior management apprised of expenditure trends and projections; administers and maintains the district's worker's compensation program; reviews hold harmless and indemnification agreements; receives and processes liability claims in accordance with applicable Government Code provisions; confers with the Joint Benefits Committee on claim trends and modifications to the employee insurance program; assists employees in the resolution of insurance claim problems; develops, implements, and maintains programs to ensure compliance with CAL/OSHA and other local, state, federal safety regulations to help ensure a safe and healthful environment for faculty, staff, students, and visitors; serves as liaison to CAL/OSHA and other regulatory agencies; serves as chemical hygiene officer for the district; develops, implements, and maintains environmental safety compliance programs; manages the district's hazardous waste program; coordinates facilities inspections to ensure that hazards are identified and corrected; reviews and approves drivers of district vehicles; maintains the Employee Injury and Illness Prevention Program to identify areas of high injury or accident rates and to develop reduction measures; performs related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Executive Vice Chancellor, Human Resources and Educational Services. Supervises assigned technical and clerical employees.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a Bachelor's degree and two years of relevant experience in risk management and/or safety.

RISK MANAGER (continued)

Knowledge and Abilities

Knowledge of district operations as they pertain to employees and students; principles and practices of business/ public administration and insurance. Local, state and federal safety, environmental and hazardous waste codes and regulations. Biological and chemical safety standards and practices, laboratory safety procedures, physical hazard and safety engineering. Current industry safety standards and practices.

Skills: in communicating effectively with staff, students and the general public.

Ability to: understand, interpret and apply laws, rules, regulations, and policies pertaining to insurance and worker's compensation; apply general principles of administration and management to specific problems; collect, analyze, interpret and evaluate data, draw sound conclusions, and make appropriate recommendations; exercise effective management and fiscal control over self-insured programs; write concise, understandable, and legally appropriate reports; make clear and effective oral presentations; cope with novel and difficult problems; establish and maintain cooperative and effective relationships with employee organization representatives, insurance carriers, attorneys, district officials, and others; train, supervise and evaluate the work of subordinates.

Required License: a valid California driver's license.

