

SANTA BARBARA COMMUNITY DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: RISK MANAGER

SALARY TABLE: 30

SALARY RANGE: 142

BASIC FUNCTION:

Under the direction of the Vice President, Human Resources, plan organize, and direct a variety of risk management activities for the College including workers' compensation administration, insurance management, property and liability, safety and loss control programs and functions; review, analyze, process and determine appropriate response related to claims filed against the District.

ESSENTIAL FUNCTIONS:

Plan and organize a variety of activities for the College including Workers' Compensation, safety and loss control programs and functions; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Review, analyze, investigate and coordinate response to Workers' Compensation claims filed against the College; evaluate claims, confer with claims examiners, determine legitimacy and recommend or approve settlement or litigation options based on interpretation and application of established laws and investigative results.

Develop and implement mandated safety programs including injury and illness prevention, exposure control and ergonomics by contracting and coordinating efforts with contractors and consultants; recommend adjustment to programs in response to efficiency, organizational needs and cost effectiveness.

Administer property and liability claims filed against the District, coordinate with insurance companies and work closely with Business Services, evaluate and investigate claims and recommend acceptance or rejection; adjust or forward claims to adjusters; arrange for and coordinate litigation activities with outside defense attorneys as needed; report related information and create reports for district administration as appropriate.

Develop and implement strategies to minimize risk by projecting potential losses to the College and determining appropriate responses to identified risks; compile and analyze risk management data; oversee the investigation of safety hazards and liability issues; implement related corrective actions, preventative measures and methods to reduce, eliminate or transfer potential losses and risks.

Coordinate extended absences and related accommodations for employees due to workplace injuries review and recommend permanent disability awards as directed; follow up on disability status as needed.

Plan and organize and conduct training sessions and in-services for staff concerning safety programs, issues and

Risk Manager

related standards, practices, techniques and procedures; prepare and deliver oral presentations; advise staff concerning liability exposure as needed.

Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to safety programs, claims, loss experience, insurance, OSHA, injuries, personnel and assigned activities; prepare insurance certificates, prepare process and evaluate various forms and applications.

Provide technical information and assistance to the Vice President of Human Resources concerning risk management, safety needs and issues; assist in the formulation and development of policies, procedures and programs pertaining to risk management.

Communicate with personnel, administrators and various outside organization to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

May serve as a Deputy Title IX Coordinator with specific responsibilities related to conducting interviews and gathering evidence to investigate incidents and complaints reported as Title IX violations.

Attend and conduct various meetings as assigned.

Perform related duties as assigned

KNOWLEDGE OF:

Planning, organization and direction of risk management activities including Workers' Compensation, property and liability, safety and loss control programs and functions.

Principles, practices, procedures, strategies, terminology and techniques involved in the processing, evaluation, investigation and resolution of Workers' Compensation and property and liability claims.

Risk management, exposure identification and loss control principles.

Principles, practices and procedures of claims management and risk financing.

Safety inspection and accident investigation practices and procedures related to corrective actions.

Applicable laws, codes, regulations, policies and procedures.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision, and training.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Plan, organize and direct a variety of risk management activities for the College including Workers' Compensation, property and liability, safety and loss control programs and functions.

Process and draft appropriate response to Workers' Compensation and property and liability claims filed against the District.

Develop and implement mandated safety programs including injury and illness prevention, exposure control,

Risk Manager

and ergonomics.

Prepare and deliver oral presentations.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and recommend an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct and participate in the preparation and maintenance of a variety of reports, records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's degree in public administration, business administration, human resources or a related field OR some college level course work including a Certified School Risk Manager (CSRM) Certificate and four years increasingly responsible related-experience working with risk management, safety programs, workers' compensation claims processing, evaluation and investigation, ergonomics.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard, calculator, and other normal office equipment.

Reading a variety of materials.

Ability to remain in a stationary position for extended periods of time.

Communicating and expressing oneself clearly on a variety of educational topics in conversation with and presentations to others.

Mobility necessary to conduct inspections.

Established: July 2019