

**HUMAN RESOURCES COORDINATOR/
RISK MANAGER**

Purpose Statement:

Under the direction of an assigned administrator, manages the risk management and insurance programs of the district; directs the activities of district workers' compensation issues; assures protection for the district's human, financial and physical resources against unreasonable loss by controlling conditions that cause accidental loss and by financing losses that are not subject to full control or elimination. Coordinates and manages all state and federal leave policies and procedures. Manage school safety programs, occupational safety and environmental health, regulatory compliance, and budgeting assure compliance with applicable laws, codes, rules and regulations. Investigates complaints against the district and its employees. Will adhere to existing Board Policy 4119.21, Professional Standards.

Essential Functions

Risk and Safety Management

- Review and analyze district insurance costs, loss, claims experience, accident history, and make recommendations for appropriate risk management programs and cost reduction.
- Act as a liaison with the district insurance representatives of carriers serving the district and pools in which the district is a member.
- Coordinate and integrate district insurance plans, such as Workers' Compensation awards, with medical plans and pools.
- Inspect facilities and grounds to evaluate conditions affecting safety and risk management control.
- Trains staff and conduct studies or related research activities to ensure adherence to appropriate risk management legal mandates, policies, regulations, and district standards or needs.
- Provide counsel and advice to operational units concerning accident prevention, risk reduction, loss control and state and Federal employment requirements on testing for substance and alcohol abuse.
- Investigate and evaluate risk management related claims and coordinate the preparation of material and evidence for the use in hearing, litigation, and insurance claim cases against the district.
- Interpret, implement, and enforce risk management policies, regulations, and pending legislation.
- Confer with employees experiencing work-related illness or injury.
- Ensure safety compliance and reasonable accommodations for employees with medical restrictions or disabilities, in line with OSHA, ADA and district safety protocols.
- Investigate complaints against employees.

Employee Health and Leave Management

- Coordinate and manage employee leave programs, including Worker's Compensation, FMLA, ADA, and other state and federal leave policies.
- Provide or refer employees for appropriate vocational rehabilitation evaluation or counseling.
- Oversee the interactive process program and services required in determining reasonable accommodations while ensuring the district's compliance with ADA and FHA laws.
- Develop and Implement stay-at work and return-to-work programs. Coordinating with medical providers to ensure employees transition safely back to work.

Compliance and Reporting.

- Prepare records and reports to develop cost analysis and safety loss prevention summaries management.
- Prepare and present reports and information related to risk management, accident prevention, and district loss and claims experience.

- Draft and recommend budgets related to risk management and insurance coverage.
- Analyze and review budgetary and financial data.
- Cooperate with legal representatives in providing information for litigation of insured risk.
- Insure that insurance programs comply with Federal, state, and local laws.
- Conduct, facilitate and attend a variety of meetings and professional development to maintain current knowledge of legislation, legal codes and regulations.
- Represent the district at various meetings and attend court proceedings related to liability and property issues.
- Participate in assigned committees.
- Communicate with other administrators, district personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

Skills are required to perform multiple technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include:

Applying pertinent codes, policies, regulations and/or state and federal laws as related to human resources and risk management responsibilities, communicating with diverse groups, operating standard office equipment including utilizing pertinent software applications; planning and managing projects/programs, preparing and maintaining accurate records, and performing risk management; worker's compensation, and human resources procedures.

Knowledge is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

Planning, Organization, and direction of the District's Risk Management programs. Applicable laws, codes, regulations, policies, and procedures; FMLA, ADA and other State and Federal rules related to employee leaves, OSHA and NIOSH rules and recommendations. Interactive process meetings: methods, practices, and procedures used in benefits administration and contract negotiations. Principles of safety and environmental health and workers compensation system; insurance, labor and safety laws or codes as well as budget preparation and control. Emergency response procedures and coordination, complaints procedures, oral and written communication skills, principles and practices of effective administration, supervision, and training. Interpersonal skills using professionalism, patience, and courtesy. Operation of a computer and assigned software. Health and safety inspection regulations and methods.

Ability: is required to schedule activities; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include:

Plan, organize, and develop an effective risk management and loss prevention program. Assure protection for the district's human, financial and physical resources against unreasonable loss. Analyze and interpret data from insurance documents, statutes, and government codes, identify various types of risk exposures, assess hazard level, and make appropriate recommendations. Prepare comprehensive narrative and statistical reports, coordinate the maintenance of a variety of reports and files related to assigned activities. Conduct physical inspections of district properties. Analyze situations accurately and adopt an effective course of action, work independently and provide work direction to others; Maintain confidentiality, demonstrate organizational, time management, analytical and problem-solving skills. Effectively communicate orally and in writing, with a variety of public, staff, and management groups, including complex proposals, presentations, and reports. Attend meetings, conferences, and workshops to maintain current knowledge of

regulations, requirements and best practices. Establish and maintain working relationships with the public, staff, subordinates, administrators, and work collaboratively in a team environment.

Responsibility Responsibilities include working under limited supervision following standardized practices and/or methods; directing other people within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy office and outdoor environment. Driving a vehicle to conduct work.

Experience

Five years of increasingly responsible experience in risk management, insurance, risk analysis or loss control, including at least three years of experience in a leadership capacity. Additional years of directly related experience or education may be substituted to meet the minimum qualifications. Experience in a school or district or public entity is preferred.

Education

Bachelor's degree in business administration, public administration, safety/health management, risk management or related field.

Required Testing

Pre-Employment Drug Screening
Pre-Employment Proficiency Test
Pre-Placement Physical Exam

Certificates & licenses.

Valid California Driver's License
ARMS Certification highly desirable

Continuing Educ./Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSAS Status

Exempt

Approval Date

11/13/2024

Salary Grade

Supervisory
Range 44