



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>MANAGER - RISK MANAGEMENT</u></b>			
<b>DEPARTMENT/SITE:</b>	Fiscal Services	<b>SALARY SCHEDULE:</b>	Classified Administrators'
		<b>SALARY RANGE:</b>	01
<b>REPORTS TO:</b>	Director of Fiscal Services or assigned designee	<b>WORK YEAR:</b>	12 Months (260 Days)
		<b>FLSA:</b>	Exempt

#### **BASIC FUNCTION:**

Perform a variety of complex technical and specialized functions and services related to managing the various aspects of risk management; manage and coordinate efforts in the areas of Workers' Compensation, property and liability claims, Return-to-Work programs, employee benefits and wellness programs, and other related programs; provide risk management assistance and research to schools and departments; train, supervise, support, and evaluate the performance of assigned personnel and provide administrative support to the Fiscal Services department. The incumbents in this classification help provide students with safe learning environments that directly support student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform complex technical and specialized duties in managing the areas of Workers' Compensation, property and liability claims, Return-to-Work, employee benefits and wellness, and other related programs; ensure compliance with related laws, codes, regulations, policies, and procedures.

Review and investigate employee accident reports; ensure completeness of employee reporting documentation; report industrial injuries and illnesses requiring medical treatment to the third-party administrator for claims processing; notify California Occupational Safety and Health Administration (CalOSHA/OSHA) for serious injuries and maintain a log for yearend reporting as required; provide support in finding placement for Return-to-Work employees.

Train, supervise, and evaluate the performance of assigned personnel; coordinate staff work assignments, develop employee work schedules, and review work to ensure compliance with established standards, requirements, and procedures; ensure employee understanding of established requirements.

Research employee absences and periods of restricted duty in relation to Workers' Compensation and maintain current status reports for OSHA and other outside agencies; review loss trends and make recommendations where additional training or review of work processes are needed to improve employee safety and productivity.

Process property and liability claims according to established procedures; process tort claims, vehicle accident claims, employee property claims, vandalism, thefts, and other related claims; research issues as necessary and serve as a resource to claimants; work with the insurance carrier on investigation and processing of claims for insurance settlement.

Respond to inquiries and provide assistance to staff and the public; submit requisitions and process wire

transfers for annual contract payments.

Process, evaluate, and maintain claims against an assigned organization such as public legal claims, property and liability claims, claims for vehicle accidents, property damage, and employee reimbursements for vandalism; track and document claims and potential claims against the assigned organization.

Serve as the administrator for the District's Bloodborne Pathogen program; organize and coordinate comprehensive and periodic training programs for District sites and departments; arrange for Hepatitis B vaccinations for designated employees; follow up on Workers' Compensation bloodborne pathogen exposure.

Support the annual Employee Health Fair and employee wellness activities, including contacting vendors to schedule presentations or provide services, and preparation and distribution of brochures, forms, or other related materials; organize the annual Flu Shot Clinic.

Conduct ergonomic inspections throughout the District and arrange for other safety inspections; District-wide safety walk-throughs individually and with the District's third-party administrator.

Administer the District's medical waste program and coordinate pick-up of waste materials with vendor and warehouse staff.

Review student accident reports, identify any necessary actions to report to District maintenance staff, and submit reports to the District insurance carrier.

Maintain and update the Illness and Injury Prevention Program (IIPP); implement CalOSHA required programs and policies; design policies and programs to meet the District's safety needs; assign related training to employees and provide updated program materials to all District sites and departments.

Prepare and maintain a variety of requested and mandated records, files, and reports related to assigned activities; assign annual mandated employee trainings; prepare and maintain employee training completion reports; conduct periodic analysis and reporting of claims and losses.

Maintain effective communication with claims adjusters, defense attorneys, and insurance company representatives regarding claims and litigation, coordinating all components of investigative requirements during the processing of claims.

Collaborate with the insurance company(ies) to guarantee comprehensive coverage of the District's insurance needs, including its assets; maintain a current list of the District's insured assets.

Attend and participate in various meetings, workshops, and conferences.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and practices used to plan, coordinate, manage, and evaluate risk management programs.

Workers' Compensation and property and liability forms.

Organizational policies, rules, and regulations related to risk management and insurance functions.

Rules and regulations of Family Medical Leave Act (FMLA), Comprehensive Omnibus Budget Reconciliation Act (COBRA), Workers' Compensation, Return-to-Work, Labor Code, and Occupational Safety and Health Act (OSHA) safety practices and State requirements.

Accounting practices and procedures.

Processing of various claims and lawsuits.

Operation of a computer and assigned software.

Interpersonal skills, including tact, patience, and courtesy.

Supervision, leadership, and training methods and techniques.

Record-keeping and filing techniques.

Research methods and report-writing techniques.

Modern office practices, procedures, and equipment.

Correct English usage, spelling, grammar, and punctuation.

Basic math, including calculations using fractions, percentages, and/or ratios.

**ABILITY TO:**

Interpret and understand internal and legislative policies and procedures.

Disseminate knowledge and assistance to employees, school sites, administration, the community, and various vendors regarding health benefits, Workers' Compensation, property and liability, safety, and disaster preparedness.

Supervise and evaluate the performance of assigned personnel.

Mediate employee eligibility or coverage problems with plans and resolve issues among vendors, healthcare providers, and employees within contractual and organizational policies and regulations.

Present information to large groups of employees or community members.

Maintain confidentiality of sensitive information.

Plan and organize work.

Meet schedules and timelines.

Communicate effectively, both orally and in writing.

Establish performance expectations and provide timely, effective, and meaningful coaching and feedback that motivates employees to achieve goals and provides for skill development.

Create a positive work environment and help employees connect to the District's mission and goals.

Operate modern office equipment, including a computer and assigned software.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Prepare and maintain records, reports, forms, and files.

Work effectively, both independently and as a member of a team.

Adhere to safety practices.

Compose a variety of documents.

Consider a variety of factors when using equipment.

Read and process a variety of manuals and write documents following prescribed formats.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree in risk management, business administration, human resources, or organizational development and four (4) years of increasingly responsible risk management, human resources, or related experience including one (1) year in a lead or supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

Possession of a valid certification in Risk Management, Workers' Compensation, or related field issued by an authorized agency is desired.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.

Hearing and speaking to exchange information in person and on the telephone.

Sitting, walking, or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling, or crouching to file and retrieve materials.

Reaching overhead, above the shoulders, and horizontally.

Regularly lifting, carrying, and/or moving objects weighing up to 10 pounds and occasionally lifting, carrying, and/or moving up to 25 pounds.

**HAZARDS:**

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: G.B. 05/24/11; PC 05/26/11; New class (Ewing);

Title change 08/14 (formerly Risk Management Technician to Risk Management Specialist)

Revised Title & Allocation from Confidential to Administrator: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025