

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Risk Manager

**Unit:** Management

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**Job Code:** C3458  
**Original Date:** 09/1990  
**Last Revision:** 10/2016  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 15

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### **DEFINITION**

Under the general direction of the Vice Chancellor, Human Resources, plan, organize, recommend, and implement risk management and safety programs to ensure protection of the District's human, financial, and physical resources against unreasonable loss. This includes coordinating, recommending, and/or administering risk management, loss prevention, and safety techniques and programs; administering the District's insurance policies and procedures; handling claims against the District; overseeing the District's Workers' Compensation program; and participating as a member of the District's American with Disabilities Act (ADA) Committee.

### **EXAMPLE OF DUTIES**

1. Develop and coordinate District safety plans and risk avoidance programs in conjunction with District safety committees to ensure legal compliance with health, safety, and environmental codes. Communicate areas of high liability risks and assist sites/departments in eradication of and/or reduction of risk.
2. Evaluate and recommend which risks should be insured or self insured. Administer the District's insurance programs, including Workers' Compensation, property, liability, travel, student accident, and all other coverage. Perform insurance needs assessments, recommend coverage levels, submit underwriting information, recommend carriers, and negotiate terms of coverage and purchase of insurance plans. Advise Business Services of appropriate reserving methods and amounts.
3. Review insurance and indemnification language in District contracts to control transfer of risk. Approve, provide, and exchange Certificates of Insurance with vendors, requestors, and facility users. Assist with compliance guidelines and hold harmless agreements for District programs. Review memorandums of understanding.
4. Investigate and/or coordinate the investigation of incidents and accidents to assess claims and determine legal exposure. Coordinate facts and evidence for legal defense; may represent the District at legal proceedings, trials, and in small claims court actions.
5. Oversee the District regulatory compliance efforts in matters relating to Occupational Safety and Health and Workers' Compensation, FMLA, CFRA, and ADA.
6. Coordinate and administer the District's Workers' Compensation Program. Process injury claims; assist sites in accommodating injured workers; facilitate return to work for employees; review and approve settlements as appropriate. Coordinate ergonomic evaluations and review identification of risk factors, adjustments, and modifications. Provide periodic status reports to site, department, or District administration as requested.
7. Participate in the formulation, interpretation, and application of District policies and procedures as they pertain to risk management, liability claims, Workers' Compensation claims, Occupational Health and Safety regulations, workplace accommodations, volunteer registration, and FMLA, CFRA, and ADA issues. Act as a resource to employees regarding the above policies and procedures and prepare and distribute training materials as appropriate.
8. Serve as an intermediary and facilitate interactions between injured workers, liability claimants, District managers, supervisors, staff, and external contacts, including claims administrators, investigators, attorneys, and vendors.

9. Coordinate and administer the Student Health Insurance Program and maintain appropriate insurance coverage.
10. Provide advice and counsel to sites and Facilities staff concerning contractual language pertaining to insurance and risk related items.
11. Represent the District at a variety of meetings and conferences; chair the District Safety Committee and coordinate Site Safety Committees.
12. Serve as a member of the District's American with Disabilities Act (ADA) Committee; evaluate requests for accommodation from employees.
13. Serve as a member of the District's Drug Abuse and Alcohol Prevention Program (DAAPP) Biennial Review Committee. Responsibilities of the Committee include coordination of information required in the DAAPP, updates to the DAAPP, coordination of the annual notification to employees and students, and the Biennial Review Report.
14. Oversee the District's volunteer registration program.
15. Responsible for budgeting, managing, and payment of vouchers and invoices for insurance and related services.
16. Train, supervise, and evaluate the work performance of assigned staff; provide technical direction and guidance; recommend personnel actions, including employment, change in status, and disciplinary action.
17. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Applicable sections of building codes.
- Applicable sections of State laws, rules, and regulations, including the California Education Code, California Government Code, California Vehicle Code, and California Code of Regulations Title 5 and Title 8.
- Computer applications, including word processing, spreadsheets, and databases.
- Contract, tort, environmental, and insurance laws.
- District organization, operations, policies, and objectives.
- Generally Accepted Accounting Principles (GAAP), specifically cash flow, financing, and reserving practices.
- Insurance policies, forms, claims, and settlement procedures.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- OSHA regulations, Workers' Compensation laws, plus pertinent health/safety and fire laws.
- Principles and practices of organization, management, administration, supervision, and training.
- Principles of public administration and management methods of cost analysis.
- Record keeping techniques
- Relevant federal and State legislation and District rules, regulations, policies, and practices.
- Technical and legal aspects pertaining to the field of specialty.

#### Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Conduct risk management and risk avoidance analysis, evaluate statistical data, determine severity of exposure, and effectively present facts, conclusions, and recommendations.

Coordinate assigned technical personnel functions with other human resources activities.  
Demonstrate management and leadership skills.  
Establish and maintain effective working relationships with others.  
Interpret, apply, and explain legal requirements, guidelines, and procedures.  
Investigate and analyze administrative and insurance problems for financial impact.  
Meet schedules and timelines.  
Negotiate contracts and settlements.  
Operate computers and business-related software, including word processing, spreadsheets, and databases.  
Plan and organize work.  
Prepare clear and comprehensive reports.  
Train, supervise, evaluate, and provide work direction to assigned staff.

Training and Experience:

Any combination of training and experience equivalent to: graduation from college with a degree in business or public administration or related field; six to eight years progressively responsible and varied experience in the business field, including specific experience in the field of risk management, including employee insurance programs.

License:

Valid California driver license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office; some travel from site to site.