



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Risk Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Risk Management	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 73

BASIC FUNCTION:

Plan, develop, organize, coordinate, analyze and administer the District's Health and Welfare benefits and Risk Management programs including Workers Compensation, ergonomics, return-to-work, property/liability, and student accident insurance.; serve as District liaison with injured employees, retirees, claimants, insurance company representatives and claim administrators; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Organize, plan, coordinate and oversee the District's Health and Welfare benefits and Risk Management programs including claims administration of Workers Compensation, liability insurance, property claims, student accident insurance, fire, theft, District safety programs and services including OSHA safety training, emergency response and preparedness, and school safety program
- Serve as District liaison with injured employees, retirees, claimants, insurance company representatives and claim administrators; receive complaints and concerns, notify appropriate personnel, and make adjustments or referrals as necessary
- Oversee the audit of insurance premiums, cost and distribution within the District; administer enrollment and processing procedures for health, dental and life insurance benefits; assure employee premiums are processed appropriately; oversee communication with employees and retirees concerning benefit issues, projection of employee benefit costs for budgetary purposes and monitor the budgets, making transfers as appropriate; represent the District in insurance-related forums
- Review, analyze and evaluate District compliance with Cal/OSHA regulations, and federal, State and local laws; maintain and develop records and controls in proper handling of claims
- Manage Workers Compensation claims and programs including loss trends, utilization reviews, and return-to-work and light duty program to assure the safe and timely return of injured District employees to the workforce consistent with their limitations
- Train and evaluate the performance of assigned staff; establish performance requirements and personal development targets; establish operational plans and initiatives to meet District goals and objectives; implement program plans, processes, procedures and policies to achieve overall performance results; participate in developing and monitoring performance against the annual

budget; coordinate and integrate program functions and responsibilities to achieve optimal efficiency and effectiveness; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established policies and procedures

- Assure District compliance with laws relating to safety, hazard control, industrial health, environmental protection and loss prevention programs
- Prepare and maintain records, documentation and reports related to assigned activities including property loss claims, evidence of coverage, health cost tables, insurance contracts and others; maintain OSHA files and post summaries at District sites; prepare OSHA and other correspondence; submit reports to appropriate department or outside organization according to established timelines
- Administer the District risk management, Workers Compensation, loss prevention, indoor air quality and employee/student safety programs; establish and participate on committees, such as District Safety Committee, Benefit Cost, and others to oversee effectiveness of programs and make recommendations in program improvement and District training needs; select and obtain training resources; evaluate training materials and methods of compliance; schedule, coordinate and track training sessions
- Authorize exceptions in benefits on a case by case basis in accordance with management approval
- Survey District facilities and sites to identify risk and loss exposures; review and investigate workers' compensation and liability claims; advise claimants of policy provisions and claims procedures; prepare necessary documentation and work closely with third party administrators in adjudicating claims; assist attorneys in the preparation of cases and determine appropriateness and feasibility of subrogation; establish loss values
- Work with staff to develop and maintain a high-performance, customer service-oriented work environment that supports achieving the District's mission, strategic goals and core values
- Participate in the preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Operate a variety of standard office equipment including telephone, fax machine, calculator, copier, scanner, printer, laptop, computer and assigned software; drive a vehicle to conduct work
- Attend business, operational and committee meetings

OTHER DUTIES:

- Participate in open enrollment and health fair activities including preparing brochures, new costs benefit plans, and preparing retiree and active employee records
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and procedures related to risk management

Workers' Compensation and related federal, State and local codes, laws, rules and regulations

Principles and practices of supervision and training

Mandated cost rules and regulations

Rules and regulations related to property and liability

Claims adjusting practices
Medical reporting vocabulary and procedures
Benefit accounting and packages offered by the District
Operation of a computer terminal
Interpersonal skills including tact, patience and courtesy
Record-keeping and filing techniques
Oral and written communication skills
Public speaking techniques

ABILITY TO:

Perform a variety of specialized duties related to risk management, Health and Welfare programs, Workers Compensation and property liability
Interpret, apply and explain applicable laws, codes, rules and regulations
Receive, process and forward Workers' Compensation claims
Supervise and evaluate the performance of assigned personnel
Serve as District Safety Officer and develop related programs
Maintain confidentiality of sensitive information
Prepare and maintain records, reports, logs, forms and files
Plan and organize work
Meet schedules and time lines
Communicate effectively both orally and in writing
Operate a computer and other office equipment
Analyze situations accurately and adopt an effective course of action
Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, risk management or a related field and three years of experience in Workers' Compensation administration, health benefits administration, property liability or related experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

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
Hearing and speaking to exchange information in person or on the telephone
Sitting or standing for extended periods of time
Seeing to read a variety of materials
Bending at the waist, kneeling or crouching to file materials