



Title: Risk Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to plan, coordinate, supervise and oversee the District’s Risk Management programs as it relates to general liability claims/litigation programs, workers’ compensation claims and the purchase and administration of insurance programs including commercial excess and contract insurance compliance. This is accomplished by coordinating and communicating with management staff, other departments/divisions, external consultants and brokers, acting as an internal consultant to staff and providing guidance and assistance on program issues.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Administers the District's self administered general liability program and subrogation claims program by planning, assigning, organizing and supervising the staff responsible for claims and loss investigation and processing. Creates or reviews investigative actions plans and identifies possible subrogation opportunities. Calculates reserves and authorizes settlements within established limitations. Develops and implements remedial actions with regard to hazards reported or found during investigations. Prepares and maintains complex records, reports and documentation related to incident/accident/claim investigation. Analyzes data in order to monitor trends in accidents and injuries and recommends remedies to management or other staff. Provides assistance with litigated claims and represents the District in settlement conferences, mediation/arbitrations and trials. Reviews staff recommendations for corrective actions and monitors implementation.	30%



2	S	<p>Provides oversight of the workers' compensation Third Party Administrator (TPA) which includes ensuring work is performed in accordance with state rules and regulations, Department of Industrial Relations rules and guidelines and within contract terms. Monitors medical cost containment and litigation management. Communicates and coordinates with TPA, Legal, medical service providers, and supervisory and management staff to develop action plans for claim investigation and settlement of work related claims. Maintains a variety of records and reports related to investigation, trending and analysis of accidents and injuries. Develops and implements remedial actions with regard to hazards reported or found during investigations. Prepares and maintains complex records, reports and documentation related to incident/accident/claim investigation. Analyzes data in order to monitor trends in accidents and injuries and recommend remedies to management or other staff. Develops procedures and supervises staff responsible for the light duty/ modified work program. Ensures reporting to various state agencies is completed timely and accurately.</p>	20%
3	S	<p>Coordinates with management staff in the development of department annual budget by setting goals, anticipating needs, and monitoring department expenditures. Selects consultants and oversees contracts for variety of risk services. Coordinates with actuary and Finance to provide bi-annual actuarial analysis of claims reserves and to develop and maintain adequate reserves. Coordinates with auditors to provide analysis of self administered general liability and TPA workers' compensation claims management and control. Performs loss analysis and develops systems to effectively manage the district losses. Interpret and apply federal and state laws, Board Policies and District's Administrative Rules and other regulations relative to risk management, safety, loss control, and areas of potential liability. Conduct performance evaluations for staff, set performance goals and objectives and provide training.</p>	20%
4	S	<p>Coordinates with assigned staff and broker to oversee the annual design, marketing and selection of all insurance coverage for the District. Reviews and monitors data collection and applications for coverage and meets with providers. Reviews recommendations and analysis developed by staff to identify exposures, contractual and legal obligations and assumption of risk and determines levels of insurance or contract insurance requirements. Administers the Owner Controlled Insurance Program (OCIP), supporting major construction projects, by supervising staff assigned to daily oversight and oversees the contractual performance of insurance services rendered by brokers and consultants. Supervises the audit of insurance premiums and costs. Monitors insurable assets and provides recommendations for safety and security of District assets.</p>	25%



Represents risk management in safety and claims committee meetings.			
5	S	Develops procedures and supervises staff responsible for District contract insurance program. Reviews analysis of associated risk and appropriate risk transfer on third party contracts, leases, agreements and purchases. Approves affidavits of insurance when required.	5%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Public Administration, Human Resources Management, Risk Management, or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of five (5) years of experience in risk management with direct experience in worker's compensation, general liability or property damage claims, or loss prevention including two (2) years of experience supervising a claims processing unit.</p>
Supervision	<p>Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.</p>
Human Collaboration Skills	<p>Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.</p>
Freedom to Act	<p>The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.</p>
Technical Skills	<p>Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>
Budget Responsibility	<p>Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>
Writing	<p>Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>



Certification & Other Requirements	Valid California Class C Drivers' License.
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KNOWLEDGE
<ul style="list-style-type: none"> • Principles of organization, administration, budget and risk management as it related directly to worker's compensation and general liability. • Principles and practices of public agencies in the administration of workers compensation, risk and general liability. • Principles of California legal system, civil code, judicial practice, mediation, arbitration, trial procedures, deposition procedures, etc. • Principles and practices of government budgeting. • Supervisory practices and procedures. • Reporting requirements to government and other agencies. • Rules, regulations, and laws pertaining to records management. • Personnel principles and practice. • District organizational rules, procedures, programs, plans, and contracts.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area. • Email, contact management, and scheduling software.

ABILITIES
<ul style="list-style-type: none"> • Resolve conflicts and handle complaints over a wide variety of issues including settlement of claims, liability of claims, workers' compensation determinations, etc. • Maintain current on any changes to contracts, rules, procedures, and pertinent laws. • Communicate effectively with employees, staff, complainants, third party administrators, third party contacts such as attorneys, etc. • Coordinate agenda items with other departments, third party administrators, and court dockets. • Gather data from various sources. • Analyze utilization and experience data. • Make decisions on relative cost and benefits to organization. • Deal with complex problems and review related information to evaluate and make recommendations. • Understand current and future liability costs and impact on the district. • Troubleshoot and investigate insurance issues. • Maintain confidentiality of records. • Learn organization's rules as they pertain to special programs. Ensure work is completed in a timely manner. • Learn district and departmental operating polices and procedures.



- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely.
- Ability to develop complex programs, including cost saving strategies, strategies that align with long term strategic plan of the district as well as program alignment with new laws and regulations.
- Plan, organize and assign the work of varied staff of employees.
- Analyze administrative and technical problems and make sound policy and procedural recommendations to their solution.
- Direct the collection, interpretation, and evaluation of data.
- Prepare comprehensive reports of management activities and costs.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Observing work site; observing work duties; communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	R	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment
Reaching	R	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment; inside attics/pipes/ditches
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	R	From computer to telephone; getting inside vehicle
Climbing	R	Stairs; ladders; step stools; onto equipment
Balancing	R	On equipment; on step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Calculator, printer, vehicle, digital camera, radio, voice recorder, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	R

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	M
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, safety shoes, and hard hat.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.