

**SCHOOLS INSURANCE PROGRAM FOR EMPLOYEES (SIPE)
A Workers' Compensation Joint Powers Authority
for the Public Schools of San Luis Obispo County**

EXECUTIVE DIRECTOR (Draft, pending Board approval)

REPORTS TO: Board of Directors

SUPERVISES: Coordinator of Industrial Hygiene, Coordinator of Safety, Administrative Assistant

POSITION SUMMARY:

Under the direction of the Board of Directors, the Executive Director will serve as the Administrative Agent of the Joint Powers Authority (JPA) by providing leadership and executive oversight. By following the policies established by the JPA, the Executive Director plans, organizes, directs, coordinates, evaluates, and manages all JPA activities, including administering the workers' compensation and risk management programs on behalf of 12 public education agencies.

The Executive Director position is a role requiring intellect, integrity, initiative, self-motivation, and strong executive skills, including exceptional communication, presentation, organization, and fiscal management. The position is responsible for maintaining strong relationships with the Board, committees, various agencies, member education agencies, and member employees.

QUALIFICATIONS:

Required:

1. A Bachelor's Degree from an accredited college or university in a related field.
2. At least five years' experience with increasing levels of responsibility in the fields of self-insurance pool leadership, public agency management, risk management, workers' compensation, occupational health and safety, insurance, claims management, loss prevention and/or training, including a minimum of two years in a leadership capacity.
3. Possession of and ability to maintain a valid California Class C Driver's License.
4. Ability to obtain and maintain Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by the California Education Code.
5. Ability to provide proof of eligibility to work or legal right to work in the United States.
6. Must be at least 18 years of age.

Desired:

1. A Bachelor's Degree in business/public administration, risk management, occupational health and safety, industrial hygiene, or insurance.
2. Postgraduate training in a related field, Associate in Risk Management (ARM), Certified Risk Manager (CRM), Certified Schools Risk Manager (CSRM), Certified Safety Professional (CSP), or other professional designations, certifications, and/or courses in insurance, risk management, workers' compensation, occupational health, and safety, or loss control.
3. Knowledge of typical school district or public agency principles and methods, including organization procedures, management, and supervision.
4. Current AHERA Certification as a Building Inspector, Management Planner, Contractor/Supervisor, and Project Designer.

ESSENTIAL FUNCTIONS:

1. Lead the JPA's strategic efforts, working with various stakeholders to develop and implement the JPA's mission for optimal outcomes for all programs and members.
2. Manage the day-to-day operations and activities of SIPE.
3. Supervise, train, motivate, and evaluate staff.
4. Establish and maintain positive relationships with the Board, District Safety Coordinators, Fiscal Agent, Claims Administrator, various committees, consultants, and vendors.
5. Attend and participate in various meetings, training, committees, boards, and professional groups.
6. Develop, recommend, and implement JPA policies and procedures.
7. Ensure the JPA meets all state and federal mandates, laws, and regulations.
8. Collaborate to prepare for and manage public meetings; familiarity with the Brown Act and other applicable laws.
9. Provide reports and recommendations to orientate the Board and share regulations, trends, and activities to facilitate the Board's decision-making process.
10. Prepare and maintain the JPA's governing documents, including the confidentiality of sensitive records.
11. Develop annual budgets and monitor expenses.
12. Oversee the investment of JPA funds in conjunction with investment advisors and the Board.
13. Oversee the workers' compensation claims management program, assist member districts with claims management, and review claims handling practices and managed care services to mitigate the cost of claims.
14. Manage and direct all agency operations, including staffing, purchasing, technology, software, supplies, equipment, vehicles, building maintenance, JPA web page, online training services, and services to JPA members.
15. Oversee actuarial, financial, and claims audits.
16. Conduct research, perform analysis, and prepare reports.
17. Compile and analyze workers' compensation claims data, losses, and accident history to plan and develop appropriate occupational health and safety programs and provide counsel to Superintendents and Board Members concerning accident prevention, risk reduction, loss control, and industrial hygiene practices.
18. Establish and implement loss prevention/control and safety and training programs to identify risk exposures and strategies to address these exposures, therefore reducing incidents and other factors influencing the cost of insurance coverage.
19. Request proposals for and participate in the selection and contract negotiation with third-party administrators, auditors, and vendors.
20. Coordinate, monitor, and evaluate the effectiveness and quality of third-party administrators, brokers, consultants, and vendors.
21. Ensure compliance with all written policies, contracts, and agreements and work with legal counsel as necessary.
22. Operate modern office equipment, software, and computer equipment.
23. Other duties as required within the scope and skill level of the job classification.

KNOWLEDGE AND ABILITIES:

General Knowledge and Ability:

1. Knowledge of various risk management principles, trends, methods, and procedures pertaining to a JPA and self-insurance programs.
2. Ability to lead, plan, organize, direct, and coordinate an effective and comprehensive risk management, safety, and health program.
3. General knowledge of workers' compensation, the insurance industry, and principles of insurance.
4. Ability to work independently or collaboratively and effectively with others, prioritize and manage multiple tasks, and effectively apply time management skills with minimal direction and supervision.
5. Ability to establish and maintain positive and effective working relationships with diverse populations and provide service-oriented customer assistance in a professional and courteous manner.
6. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions effectively.
7. Ability to supervise, evaluate, and manage staff effectively and constructively.
8. Ability to communicate effectively verbally and in writing with the SIPE Board of Directors, staff, third-party administrators, district management personnel, legal counsel, and the public both verbally and in writing.
9. Knowledge of public meeting protocols and regulations.
10. Ability to schedule a number of activities, meetings, and/or events.
11. Knowledge of computer applications to perform accurate word processing and record-keeping functions.
12. Knowledge of Risk Management strategies and processes related to workers' compensation and worker health and safety.
13. Ability to provide presentations to the Board of Directors, safety committees, school district personnel, and employer groups.
14. Knowledge of asbestos, lead, indoor air quality, ergonomics, and accident investigation.

PHYSICAL REQUIREMENTS:

Physical requirements of the position include, but are not limited to, the following:

1. Ability to see and read a computer screen and printed documents, including materials in handwritten, typewritten, digital, and photographic formats, with or without vision aids.
2. Ability to understand speech at normal levels in offices, meeting rooms, and on telephones or in person with or without hearing aids.
3. Manual dexterity to operate a telephone, demonstrate safety equipment and operate monitoring detection and personal protection equipment.
4. Ability to speak in audible tones so that others may understand clearly in normal conversation in meetings and on the telephone or in person.
5. Sufficient physical ability to work in an office setting and operate office equipment; sit or stand for prolonged periods; lift twenty-five (25) pounds to shoulder height and/or carry short distances.

6. Cognitive and mental acuity, such as analyzing, counting, and summarizing information from multiple sources and interpreting written or verbal instructions. The ability to manage all aspects of the agency, including operations, finances, and staff, interpret legal and regulatory compliance requirements, effectively able to communicate with all stakeholders, and evaluate information and make recommendations. Periodically must address difficult or contentious situations.
7. Ability to drive a vehicle.

Note: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.*

Accountability of Time:	SIPE Board of Directors	Adopted	02/18/00; 12/1/06
Tasks Assigned by:	SIPE Board of Directors	Revised:	01/22/02; 11/15/06, 01/31/20
Evaluated by:	SIPE Board of Directors		
Hiring Authority:	SIPE Board of Directors		



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EXECUTIVE DIRECTOR

COMPENSATION AND BENEFITS

The Joint Powers Authority (JPA) offers an attractive benefits package, including:

- **Competitive Salary** - The annual salary range for the Executive Director position is competitive and dependent on the qualifications and experience of the selected individual. The salary consists of nine steps at a 3.5% increase per step. The current annual salary range is \$114,301 - \$150,513.
- **Salary Longevity Enhancement** – 2.5% after 10 years, 5.0% after 15 years, 7.5% after 20 years, 10.0% after 25 years, and 12.5% after 30 years.
- **Vacation Leave** – 20 paid vacation days for 12 months of service.
- **Holiday Leave** – 11 paid holidays per year.
- **Sick Leave** – Up to one day for each month of employment.
- **Personal Necessity Leave** – Up to seven days of sick leave allowed in cases of personal necessity.
- **Health, Dental, Vision, and Life Insurance** – The JPA will pay 100% of the premium up to a cap of \$11,000 for a composite health plan or caps of \$9,000 for a single, \$11,000 for two parties and \$13,000 for a family in a tiered health plan. Employees will pay the remainder of the premium above the cap in a monthly payroll deduction. Group term life insurance of \$100,000.
- **Retirement Plan** –The JPA is a member of the California Public Employees Retirement System (CalPERS), which offers a defined benefit retirement plan. It provides benefits based on members' years of service, age, and final compensation. The JPA will contribute equivalent to 7% times the employee's gross salary.
- **Fleet Vehicle** – The JPA will provide a vehicle for official use.
- **Cellular Phone Stipend** – A \$45 per month stipend is provided to cover the presumed business use of personal cell phones and associated service costs. The employee will purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions.
- **Flexible Schedules** – Alternative work arrangements, such as flexible work schedules, are a matter of agreement between the JPA and the employee as long as the prescribed 40-hour work week is met.
- **Private and Secure Office Space** – The JPA office is a stand-alone building located in Atascadero, California, and is only shared by the JPA staff. The building doors remain locked and has a video doorbell system. The office of the Executive Director is a private space with space for small meetings.