VISTA UNIFIED SCHOOL DISTRICT

DIRECTOR OF RISK MANAGEMENT AND SAFETY

Purpose Statement
The purpose of a Director of Risk Management and Safety is to plan, organize, and direct the District’s risk management program, including workers’ compensation programs and claims processing, property and liability insurance, safety and loss prevention, emergency communication, and employee and student safety programs; oversee assigned personnel; serve as a resource to others; achieve defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; serve as a member of the leadership team.

This job reports to the Assistant Superintendent of Business Services.

Essential Functions

- Analyzes data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with established policies and procedures, identifying methods to minimize and/or indemnify risks and losses, and/or monitoring program components.
- Assists with the development of long and short range plans in relation to assigned responsibilities (e.g., policies, procedures, staffing, materials, equipment, training requirements, etc.) for the purpose of ensuring organizational objectives are achieved in an efficient and timely manner.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, providing support for assigned services, and providing information.
- Communicates with administrators, staff, and vendors for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Coordinates with supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals.
- Develops in-service training programs in relation to assigned responsibilities for the purpose of meeting legal mandates and district goals for health and safety.
- Directs a wide variety of program components (e.g., risk management, workers’ compensation programs and claims processing, property and liability insurance, safety and loss prevention, emergency communication, and employee and student safety programs, etc.) for the purpose of ensuring effective programs and compliance with federal, state, local, and district regulations.
- Facilitates meetings and workshops (e.g., employee safety trainings, District safety committees, etc.) for the purpose of identifying issues, developing recommendations, and supporting other staff.
- Implements assigned activities and/or projects for the purpose of complying with regulatory requirements and established guidelines.
- Investigates accidents involving employees, students, and visitors injured using District equipment or facilities for the purpose of identifying issues, developing processes, and recommending action plans to reduce incidents of accidents and claims.
- Maintains a variety of manual and electronic documents, files, and records (e.g., budgets, claims, accident reports, contracts, documentation, invoices, surveys, training materials, etc.) for the purpose of providing written support and/or conveying information.
• Monitors fund and insurance claims in relation to assigned responsibilities for the purpose of ensuring that expenses are within budget limits and fiscal practices are followed.

• Performs personnel functions (e.g., interviewing, evaluating, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.

• Prepares a variety of materials (e.g., reports, presentation and training materials, plans, budgets, analyses, procedures, surveys, contracts, documentation, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

• Presents information on a variety of topics related to assigned responsibilities (e.g., overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, and implementing actions.

• Recommends policies, procedures, and/or actions for the purpose of meeting the district's goals and objectives.

• Responds to emergency situations for the purpose of addressing immediate safety concerns.

• Serves as a liaison with property and liability insurance carriers and other organizations including committees and local, state, and federal agencies for the purpose of conveying and/or gathering information required to perform functions.

Other Functions

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

• adhering to safety practices;
• applying job-related codes, regulations, and laws;
• compiling and analyzing financial and statistical information and data;
• handling hazardous materials;
• operating standard office equipment including utilizing pertinent software applications and office technology;
• planning and managing projects;
• preparing and maintaining accurate records;
• using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

• business telephone and email etiquette;
• claim reporting and adjustment techniques;
• concepts of grammar, spelling, and punctuation;
• hazardous materials management;
• interpersonal skills using tact, patience, and courtesy;
• interviewing techniques and practices;
• job-related codes/laws/rules/regulations/policies;
• methods of organizing, scheduling, and prioritizing workloads;
• modern office practices and procedures;
• office equipment and technology;
• personnel administration practices;
• principles and practices of budget management and accounting;
• principles and practices of risk management administration;
• principles of safety and environmental health;
• principles and practices of training;
• recordkeeping and retention practices;
• risk/loss trend analysis;
• safe driving practices;
• safety practices and procedures;
• school safety and security practices;
• worker’s compensation regulations and processes.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

• accuracy and attention to detail;
• adapting to changing priorities;
• analyzing issues and determining an appropriate course of action;
• communicating with diverse groups and individuals;
• displaying tact and courtesy;
• effectively planning, organizing, controlling, and directing the services of assigned department;
• establishing and maintaining effective working relationships with others;
• maintaining confidentiality;
• making quick and accurate decisions;
• meeting deadlines and schedules;
• multitasking;
• operating motor vehicles;
• planning and organizing work;
• preparing accurate records;
• providing customer service;
• reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
• setting priorities;
• understanding and following oral and written directions;
• working as part of a team;
• working with detailed information/data;
• working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; some climbing and balancing, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.
**Education:** Bachelor's Degree in job-related area.

**Equivalency:** Bachelor's degree in safety/health management, risk management, business administration, public administration, or related field and five (5) years of increasingly responsible experience in risk management, workers' compensation, safety administration, and/or insurance administration with at least two (2) years in a supervisory capacity. Associate in Risk Management (ARM) designation, Certified Safety Professional (CSP) certification, and/or Certified School Risk Manager (CSRM) designation is highly desirable.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of two hundred sixty (260) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

Valid California Class C Driver License.

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
Drug Test  
Tuberculosis Clearance

**FLSA Status**  
Exempt

**Approval Date**  
Established: 09/10/2019

**Salary Grade**  
Classified Management, Range 24