

MANAGEMENT JOB DESCRIPTION

**EXECUTIVE DIRECTOR OF FACILITIES PLANNING, RISK
MANAGEMENT, AND LEGAL SERVICES**

JOB SUMMARY:

Under administrative direction from the Deputy Superintendent and from the Assistant Superintendent for Human Resources Services and Support, plans, coordinates, and directs the Chula Vista Elementary School District's Facilities Planning function and the Risk Management Program, including the areas of workers' compensation, fringe benefits, safety, and public liability.

ESSENTIAL JOB FUNCTIONS:

- Oversees and evaluates administration of the District's Facilities Planning for the purpose of ensuring an efficient and effective work environment.
- Is responsible for the evaluation of all contracts for Facilities Planning, Risk Management, and other departments as needed.
- Develops/administers facilities master planning for the immediate and long-term growth of the District including development of Community Facilities District (CFD) agreements.
- Research laws, regulations, legislation and policies for the purpose of assessing their potential impact on the District.
- Performs independent technical duties in the administration of the District's Risk Management programs.
- Oversees third party administration of workers' compensation claims, which includes interviewing injured workers as necessary, coordinating with administrators and lawyers, and counseling District personnel in respect to workers' compensation laws and procedures.
- Performs liaison functions between administrators, employees, lawyers, management personnel, service providers, and members of the public.
- Conducts investigations into public liability claims. Attends court proceedings on behalf of the District.
- Serves as District alternate representative on the Joint Powers Authority for property and liability, and on the San Diego County Schools Benefits Consortium.
- Establishes, maintains, and trains employees in safety-related programs such as Bloodborne Pathogens, and Injury and Illness Prevention.
- Directs all employee benefit programs, including accounting, and technical data for all active and retired employees.
- Counsels employees/retirees and their dependents and/or beneficiaries relative to District insurance plans.
- Communicates with other District personnel and departments, attorneys, insurance representatives, consultants, and others for the purpose of coordinating activities, exchanging information, and facilitating contract implementation.
- Monitors all legislation affecting public liability, employee benefits, workers' compensation, and safety.
- Develops policies and administrative regulations regarding employee benefits, safety, workers' compensation, and any other related issues.

- Recommends a wide variety of program-specific decisions (e.g., insurance vendors, plan specifications, claim settlements, etc.) for the purpose of providing required services to employees and dependents and ensuring efficient utilization of District financial resources.
- Supervises and evaluates Risk Management staff.
- Facilitates, organizes, and represents the District during all suspension and expulsion hearings and processes.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of principles and practices of strategic planning, general management principles and project management, and ability to apply complex operations and programs.
- Technical legal knowledge for review of multiple, highly complex, District contracts, and review/processing of court documents.
- Expertise in selecting, supervising, training, evaluating, commending, and, when appropriate, disciplining assigned staff.
- Ability to implement the use of computer software programs, hardware, and other technology pertinent to the areas of specialization.
- Knowledge of principles and practices of Risk Management and Labor and Education Codes relating to school districts; familiarity with claims processing in all areas of risk management; knowledge of typical industrial illnesses, injuries, and accidents; general knowledge of the OSHA General Industry Safety Orders; experience with employee health and welfare benefit programs, and employer-employee relations including the collective bargaining process.
- Ability to communicate orally and in writing; to be effective when dealing with all people, including employees suffering from illnesses or injuries; to work independently and manage a large caseload; to present ideas and concepts persuasively; to interpret, apply, and explain laws, codes, regulations, policies, and procedures; and to establish and maintain cooperative professional working relationships in the performance of position responsibilities.
- Knowledge, skills, and abilities required for this strong classification would typically be acquired through graduation from a four-year college or university.
- An associate degree in Risk Management, a certification as an Employee Benefits Specialist, or both are highly desirable.
- Proficiency in Microsoft Excel, Word, and Publisher is highly desirable.

TRAINING AND EXPERIENCE:

- Graduation from a recognized college or university with coursework in business, risk management, or related field. Evidence of increasingly

responsible experience in the risk management/benefits field; superior presentation and analytical skills.

Management Salary Schedule

BOARD APPROVED: 11/18/20

REVISION DATES: