

MANAGEMENT JOB DESCRIPTION

BENEFITS/RISK MANAGEMENT SENIOR MANAGER

JOB SUMMARY:

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

ESSENTIAL JOB FUNCTIONS:

- Is responsible for the evaluation of all contracts for Information Technology, Instructional Services and Support, Risk Management, and other departments as needed.
- 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 as 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, liability, and the San Diego County Schools Benefits Consortium.
- Establishes, maintains, and inservices employees in safety-related programs; such as, Bloodborne Pathogens, and Injury & 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.
- Monitors all legislation affecting public liability, employee benefits, workers' compensation, and safety.
- 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
- 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.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- 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; 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 Industrial Safety Orders; employee health and welfare benefit programs; employer-employee relations, including the collective bargaining process; and selection, supervision, training, and evaluating of assigned staff.
- Ability to communicate orally and in writing; ability to be effective when dealing with all people, including employees suffering from illnesses or injuries; ability to work independently and manage a large caseload; ability to present ideas and concepts persuasively; ability to interpret, apply, and explain laws, codes, regulations, policies, and procedures; and ability to establish and maintain cooperative professional working relationships in the performance of position responsibilities.
- Evidence of successful experience in performing the typical tasks enumerated for this position with increasing responsibility in the management and operation of a risk management program.
- Knowledge, skills, and abilities required for this strong classification would typically be acquired through graduation from a four-year college or university.
- An Associate in Risk Management and/or certification as an Employee Benefits Specialist is highly desirable.
- Proficient in Microsoft Office Suite products.

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.