



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Coordinator, Risk Management

**Class Code: 1021
Work Days: 225**

GENERAL PURPOSE

Manage, supervise, review, and participate in the development and implementation of Risk Management programs for the Department of Education; and provide highly responsible and complex staff assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. Exercises direct supervision over professional, technical, and clerical staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
 3. Coordinate and implement goals and objectives; establish schedules and methods for providing the Risk Management Program including insurance procurement, employee benefits, worker's compensation, plan design and administration, loss control and safety programs, and security; prepare various reports on operations and activities; implement policies and procedures.
 4. Prepare and administer the Risk Management budget; submit budget recommendations; monitor expenditures.
 5. Identify and analyze loss exposures; analyze the needs of the Department of Education; modify existing program or develop new programs to reduce the severity of loss; monitor programs to ensure compliance with Federal and state mandated programs.
 6. Recommend levels of exposure to insure or self-insure; review proposals and recommend various services and activities; negotiate and purchase insurance as required.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

7. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
8. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
9. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing services within Risk Management Unit; prepare work schedules for appropriate staff.
10. Administer the Worker's Compensation program; oversee and participate in the processing of payments; inform injured employees of benefits and regulations; review Worker's Compensation regulations; confer with various agencies and medical providers as required.
11. Design, plan, and implement employee health benefits; oversee the enrollment of employees into dental, vision, life insurance, long term disability plan, and Section 125 Plan; review carrier's invoices for accuracy; work with broker and carriers in obtaining renewal rates; resolve various problems as required.
12. Oversee and recommend safe working programs including the employee right to know program, hazardous waste communication, emergency preparedness programs, and the injury and illness prevention program; inspect sites to evaluate safety and security conditions; evaluate, maintain, and conduct follow-up inspection reports;
13. Oversee Risk Management training activities; direct the preparation of training materials and securing of presenters; make presentations as required.
14. Serve as a liaison for the Risk Management Unit with other Department of Education units, divisions and outside agencies; negotiate and resolve significant and controversial issues.
15. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to risk management and contract programs, policies, and procedures as appropriate.
16. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of risk management.
17. Respond to and resolve difficult and sensitive inquiries and complaints.
18. Demonstrate attendance sufficient to complete the duties of the position as required.
19. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operations, services, and activities of a Risk Management program.
2. Risk management theory, principles, and practices and their application to property and casualty insurance, health insurance, and insurance law.
3. Principles and practices of budget preparation and administration.
4. Principles of effective supervision, leadership, training, coaching and performance evaluation.

Knowledge of (cont.):

5. Procedures, methods, and techniques of project and workflow management and organization.
6. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively negotiate with various outside agencies and professionals.
4. Prepare and administer large and complex budgets.
5. Establish and maintain effective working relationships with various constituencies.
6. Understand, interpret, and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in industrial security, personnel management, business or public administration or related field, and a completion of the Associate in Risk Management (ARM) Program offered by the American Institute for Property and Liability Underwriters Insurance Institute of America is desirable, and four years of experience working in a risk management program including one year of supervisory experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is variably paced with moderate to high pressure.

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