DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification:	**RISK MANAGER**	**Salary Range:**	**24**
Employment Category:	**Management/Supervisory**	**FLSA Designation:**	**Exempt**

Job Summary:
Under the direction of Assistant Superintendent, Business Services, direct, plan, implant, and administer a comprehensive risk management, self insured worker comp, and insurance programs for the district; serve as District's representative on liability and health benefit Joint Power Authorities; oversee the District health insurance committee, training and regulatory compliance programs related to safety issues.

Essential Job Functions:
- **Acts** as liaison on behalf of the District for the purpose of ensuring that program requirements are in best interest of the district.
- **Communicates,** guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development.
- **Develops** and creates written materials (statistical information, provider contracts, claim files, etc.) for the purpose of ensuring adequate information dissemination and information gathering; and, ensuring compliance with evidentiary and/or legal matters, policies and procedures.
- **Implements** programs for the purpose of providing necessary information as required by law and applicable rules and regulations.
- **Manages,** oversees and performs risk management to include property liability, safety and workers compensation for the purpose of ensuring a safe educational and work environment.
- **Manages** and oversees District Health Insurance programs for the purpose providing adequate protection for health needs of employees at best price to district.
- **Provides** and performs training to district personnel for the purpose of ensuring that individuals receive all necessary information in accordance with district policies and procedures and Federal, State and local rules and regulations.
- **Oversees,** manages and performs risk management and Health Insurance programs for the purpose of ensuring compliance with applicable Federal, State, local and district policies, procedures, rules, regulations and guidelines.
- **Supervises** personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations, and decisions on hiring, dismissal, problem identification and resolution.

Other Job Functions:
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

Essential Job Requirements - Qualifications:
- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, supervise personnel and projects, operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, and perform basic math calculations. Knowledge of employee benefits programs. Ability to work independently, interpret insurance coverage, make administrative sense decisions.

- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

- Work Environment: Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving) Other Atmospheric Hazards: Dust, paper dust, copier products.

- **Education and Training Required:** Bachelors degree in Business Administration, Public Administration or related field and four (4) years experience in risk management which included two (2) years of supervisory experience; OR, eight (8) years of increasingly responsible experience in risk management which included two (2) years of supervisory experience.

- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Must possess or have the ability to obtain a valid California Drivers license.

Personnel Commission: 12/03/97
Board of Education: 04/21/98
Salary Modification: 07/01/00
Personnel Commission: 12-2005