

Job Title: **Risk Management Director**
 Job Family: **Non-Certified Administrative**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 1, 2006**

Job Code: **4096**
 FLSA Status: **Exempt - E**
 Pay Range: **L 12**
 Work Year: **12 months**

SUMMARY: Formulate policies and procedures for and proactively direct the functions of the District’s property and liability insurance programs, workers’ compensation program, environmental safety issues/programs, facilities safety, vandalism and restitution programs, , police interaction programs and School Resource Officer programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Administer the district’s workers’ compensation (W/C) program. Analyze historical statistics and make recommendations and institute procedures on how to minimize or mitigate future potential W/C accidents. Follow up on high dollar or lengthy claims to implement additional efforts to control costs. Coordinate information with the district’s workers compensation physician. Ask for and make recommendations on cost control measures for individual claims as well as general procedures.	D	30%
2. Manage property claims, vandalism and restitution programs. Recommend and institute policies and procedures to minimize the district’s future liability. Direct the District’s liability insurance programs. Manage liability claims. Direct and manage internal investigations of potential wrongful acts.	D	30%
3. Work with the Director of Safe and Secure Environments and school sites to direct environmental programs related to indoor air quality, asbestos, etc. Direct and manage facility compliance with ADA.	D	13%
4. Act as liaison to and backup for District security team and security communications center.	D	5%
5. Direct and manage facility safety training, emergency response and intergovernmental activities. Direct and manage programs with local fire department, local police department and school resource officers.	W	10%
6. Evaluate staff performance in accordance with District guidelines.	A	2%
7. Perform other duties as assigned.	Ongoing	10%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in business or environmental management.
- Minimum of three years of experience in insurance and worker/facility safety.
- Minimum of one year experience in security services and environmental management.
- National Fire Protection – Life Safety Code 101 Coursework required within 6 months after entering position.
- Must complete the District courses “Facilitating Improved Performance,” “Progressive Discipline,” “Conflict Management,” “Interviewing & Hiring” and “Classified Evaluation System” within one year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Professional Certification in Risk Management.
- Valid Colorado driver’s license.
- Hazardous Materials Emergency Response – Level III Certificate required within 6 months after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and written communication skills.
- Intermediate microcomputer, spreadsheet and database skills.
- Intermediate knowledge of indoor air quality; asbestos (AHERA); environmental compliance; fire protection - life safety code 101; local building code; hazardous materials spill response; chemical safety, handling and storage; ADA; and playground safety.
- Intermediate knowledge of Colorado workers’ compensation act, liability issues, errors and omissions and owner controlled insurance (construction) program.

- Intermediate knowledge of incident command – emergency response procedures.
- Basic knowledge of safety and guidelines associated with food, childcare facilities and OSHA.
- Working knowledge of environmental measurement tools, including gas meters and respirators.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and Microsoft Office applications.
- Air purifying respirator and other types of personal protective equipment required within 6 months after entering position.
- Environmental testing equipment (e.g., gas detectors, etc.) required within 6 months after entering position.
- Closed-circuit television and security operation equipment required within 6 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Human Resources Assistant Superintendent	3076

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Insurance Coordinator – Workers’ Compensation	1	1220
	Safety and Security Officer	1	1458

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in coordinating the department budget and initiating requisitions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy	X			
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation		X		
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	