

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator , Risk and Disability Management	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	5208	WORK YEAR:	12 Months
DEPARTMENT:	Risk Management	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Assigned Supervisor	CABINET APPROVAL:	01-21-14

BASIC FUNCTION:

Plan, organize, control, and direct the district's general liability, safety, workers' compensation and disability management program; review and analyze the district's current position for compliance; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, organize, control, and direct a variety of programs and activities related to general liability, safety, workers' compensation, risk management and disability management; Assure that the district is properly insured and safely managed to protect students, personnel, school property, and visits to the district's various sites. **E**

Review and analyze the district's current position for compliance with established codes, laws, and procedures related to general liability, safety, workers' compensation and disability management; Advise on contract provisions pertaining to risk management; prepare and analyze contracts, make required changes to bring district to compliance and protect the resources of the district. **E**

Receive and process claims against the district; develop and coordinate district claims against others; Investigate claims and represent the district at court or related meetings. **E**

Administer a variety of insurance programs, general insurance; Review and evaluate property, liability, and student accident insurance policies to assure adequate coverage; Provide insurance certificates, evaluate incoming certificates; Review and assess insurance policies and certificates of insurance for compliance with district contractual insurance requirements. **E**

Directs the district wide disability management program; Develop and implement district wide transitional work program and reasonable accommodation policies and procedures; Review and analyze tracking system for program participants for efficiency and effectiveness. **E**

Facilitate the Disability Management Committee meetings and ensure decisions are in compliance with applicable laws, rules and regulations; Assigns, trains, and supervise staff engaged in coordinating with Third Party Administrator (TPA) and outside agencies to allow the early return to work of injured or ill employees; Ensuring reasonable accommodation is arranged. **E**

Provide technical expertise, information, assistance and training to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action, assist in the formulation, development, and communication of department policies, procedures, and programs in accordance with state and federal laws and regulations. **E**

Review, write, or update memorandums, correspondence, reports, reference guides and training material related to risk management. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned programs and services, and assure an economical, safe, and efficient work environment. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; Plan, coordinate and arrange for appropriate training of assigned staff. **E**

Develop and prepare the annual budget for the worker's compensation, and risk management functions of the district; Analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations and vendors to coordinate activities and programs, resolve issues and conflicts and exchange information; Model district standards of ethics and professionalism. **E**

Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, district personnel, and the public, maintain current knowledge of legislation, legal codes, and regulations; execute special assignments. **E**

Assist Human Resources Services on issues related to workers' compensation claims; assist Capital Asset Management Services on issues related to environmental safety. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, public administration, or related field. Additional qualifying experience may substitute for the required education on a year for year basis. Four years of workers' compensation administration or disability management.

Possession of certification as an Associate of Risk Management (ARM), Associate in Risk Management-Public Entities (ARM-P, Associate in Claims (AIC), State of California Self Insured Administrator Certificate, and/or professional insurance certification preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization, control, and direction of the district's general liability program, risk management, workers' compensation and disability management.
Claims handling procedures.
Insurance providers.
Budget preparation and control.
Applicable laws, codes, regulations, policies, and procedures related to general liability, workers' compensation, risk management, and disability management.
School district organization, operations, and objectives.
Interpersonal skills using tact, patience and courtesy.
Effective oral and written communication skills.
Principles and practices of management, supervision, and training.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.

ABILITY TO:

Plan, organize, control, and direct the district's general liability program, risk management, workers' compensation and disability management.
Review and analyze the district's current position for compliance.
Establish and maintain cooperative and effective working relationships with others.
Lead and work with school improvement in initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Communicate effectively, both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt an effective course of action.
Work independently with little direction.
Plan and organize work to meet schedules and timelines.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Operate a computer and related software.
Meet state and district standards of professional conduct as outlines in Board Policy

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, view a computer monitor, monitor programs, and assure compliance; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: Management employees purchase their own benefits with district-offered plans.

APPROVALS:

Ken A. Forrest, Chief Business Officer

Date

Jonathan P. Raymond, Superintendent

Date