

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Risk Management and Employee Benefits	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Director II	FLSA:	Exempt
JOB CLASS CODE:	9840	WORK YEAR:	12 Months
DEPARTMENT:	Risk Management and Employee Benefits	SALARY:	Range 17 Salary Schedule
REPORTS TO:	Chief Business and Operations Officer	HR APPROVAL:	6-9-2022
		CABINET APPROVAL:	5-26-2022
		BOARD APPROVAL:	04-13-98

BASIC FUNCTION:

Plan, organize, control and direct the district's general liability program, worker's compensation and employee benefits programs; review and analyze the district's current position for compliance; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, control and direct a variety of programs and activities related to employee benefits and risk management. **E**

Review and analyze the district's current position for compliance with established codes, laws and procedures related to general liability, worker's compensation and benefits; make required changes to bring the district to compliance. **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. **E**

Provide technical expertise regarding assigned functions; formulate and develop policies. **E**

Develop and implement long and short-term plans and activities. **E**

Direct preparation and maintenance of a variety of narrative and statistical reports, records and files. **E**

Communicate with other administrators, district personnel and vendors to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. **E**

Develop and prepare the annual budget for the employee benefits and risk management functions of the district; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **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 and four years increasingly responsible supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and provide personal automobile.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the risk management and employee benefits program.
- School district organization, operations, policies and objectives.
- Budget preparation and control.
- Claims handling procedures.
- Insurance providers.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures related to benefits, worker's compensation and risk management.

ABILITY TO:

- Plan, organize and administer the district's general liability program, worker's compensation and employee benefits program.
- Review and analyze the district's current position for compliance.
- 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.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to monitor programs and assure compliance.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.