

## Sweetwater Union High School District

### DIRECTOR OF RISK MANAGEMENT/HUMAN RESOURCES

#### **Purpose Statement**

The job of Director of Risk Management/Human Resources is done for the purpose/s of planning, organizing, managing and directing the daily operations of the risk/loss control, workers' compensation and employee benefits programs; monitoring and overseeing staff activities; assisting in designing, developing and implementing loss prevention programs (with a focus on employment liability and casualty losses); managing and monitoring the employee benefits offerings and related processes; and representing the District on a variety of advisory committees; serving as a resource to schools, divisions, and departments in the areas of personnel staffing, performance management, and discipline; and providing assistance to the Assistant Superintendent of Human Resources.

#### **Essential Functions**

Manages a wide variety of program components (e.g. employee benefits offerings, retirement plan(s), risk management, workers compensation, property insurance, ADA accommodations, etc.) for the purpose of ensuring effective department functioning and compliance with state, federal and/or county regulations.

Analyzes districts' loss control needs for the purpose of identifying issues, developing processes and/or recommending action plans to enhance individual district programs.

Develops long and short range programs for employee benefits, worker's compensation and liability insurance programs and related services for the purpose of maximizing the effectiveness and efficiency while minimizing the district's insurance liability.

Responds to safety or environmental concerns for the purpose of investigating and/or recommending remedial actions through coordination with District Hazmat and Safety personnel.

Researches benefits types, claim trends, laws, regulations for the purpose of implementing remedial programs and recommending alternative courses of action to reduce incidents of accidents and claims.

Provides administrative and technical assistance to the Assistant Superintendent of Human Resources for the purpose of assisting with administrative functions.

Interprets contract language, Education Code, Board Policy and employment regulations for the purpose of ensuring compliance with district, local, state and federal requirement.

Assists personnel representing district in collective bargaining process for the purpose of supporting negotiation process.

Develops, implements and monitors in-service training programs on health and safety (e.g. risk management techniques, hazards, etc.) for the purpose of reducing the incidence of accidents and meeting state and federal guidelines.

Collaborates with others (e.g. district personnel, other district personnel, community organizations, workers compensation insurance representatives, attorneys, medical providers etc.) for the purpose of implementing and maintaining services and/or programs.

Monitors fund and insurance usage balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.

Recommends a wide variety of program specific decisions (e.g. insurance vendors, plan specifications, claim settlements, etc.) for the purpose of providing required services to employees and dependents and ensuring efficient utilization of district financial resources.

Facilitates and participates in meetings, workshops and seminars (e.g. new employee orientations, committees, board meetings, conferences, in-service programs, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Performs personnel administrative functions (e.g. interviewing, terminating, evaluating, supervising, counseling/coaching, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Prepares a wide variety of often complex materials (e.g. plans, budgets, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing reference materials.

### **Other Functions**

Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; and administering personnel policies and procedures.

KNOWLEDGE is required to oversee departmental budget; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: application of pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; risk/loss trend analysis; risk management principles and practices; principles of benefits plan assessment and management.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with and facilitating communication between persons of diverse educational, professional, and cultural backgrounds; establishing and maintaining effective working relationships; organizing and communicating information and concepts; setting priorities; working as part of a team; dealing with frequent interruptions and changing work priorities; maintaining confidentiality; working with detailed information/data and recommending course of action.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is continual opportunity to significantly impact the Organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Bachelor's degree from an accredited college or university with major coursework in safety/health management, risk management, insurance, public administration or related field with a minimum of 10 years of experience; and/or Master's degree from an accredited college or university with major coursework in education, human resources or related field a minimum of five years of successful professional experience in human resources.

**Required Testing**

None Specified

**Certificates**

Valid Driver's License; and Associate in Risk Management (ARM) Certification preferred

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.*

*Management Job Description*

*Adopted by BOT 5/7/12*