
Position:	Risk Manager/Benefits Manager	FLSA: Exempt
Department/Site:	Benefits/Human Resources	Salary Grade: 43
Reports to/Evaluated by:	Assoc. Superintendent, HR	Salary: Classified Mgmt.

SUMMARY

Under supervision of the Associate Superintendent, Human Resources or their designee. Performs a wide variety of specialized and responsible tasks including the development and maintenance of a comprehensive benefits plan, risk management plan and safety programs including health and welfare, and worker's compensation in order to minimize risk, reduce costs, and improve services to employees. The Risk Manager will ensure consistent communications, notifications, processes, procedures, and guidelines pertaining to the safety of the staff, students, and visitors. Provides direction and develops systems and practices to disseminate information directly to the staff via email, web or other means of communication while adhering to all applicable confidentiality requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers the District's health and welfare benefits and workers' compensation
- Assists employees with insurance and enrollment and resolving insurance concerns
- Provides leadership and presents to the District Benefits Committee
- Plans, develops, analyzes, recommends, implements and supervises the District's programs for workers' compensation, employee and pupil safety, medical cost containment, and accident investigation
- Reviews School Site Safety Plans and assist with emergency response plans for District, sites and departments with the District Safety Committee.
- Perform research in the area of safety/workers' compensation, analyze data, recommend policies, regulations and operational procedures pertaining to the District's safety/workers' compensation programs
- Investigates and responds to CalOSHA complaints
- Review and research current legislation relating to safety and workers' compensation
- Provide counsel, advice and training to operational units concerning safety and risk management, workers' compensation and liability issues
- Keeps up to date with all local, state, federal and various regulatory agencies regarding laws and regulations applicable to insurance and workers' compensation; and interprets these laws, regulations and policies to staff and the public
- Maintain liaison with administrators, employee groups, insurance carriers, rehabilitation vendors, attorneys (related to workers' compensation), governmental agencies and others to obtain and impart information relating to claims
- Represents the District at the Workers' Compensation Appeals Board
- Provides reports as requested by District administration as necessary on issues concerning risk, safety and benefits
- Works directly with vendors to manage employee benefits, negotiate plans and rates, and to ensure accuracy
- Works collaboratively with staff in disseminating information during open enrollment

- Oversees the separation of employees. This includes dis-enrollment from benefit plans. Ensures timely and accurate issuance of COBRA notices and proper accounting of COBRA participants
- Investigates accidents and claims immediately and thoroughly
- Maintains accurate records of employee absences related to industrial injury in order to provide appropriate compensation and benefits which includes the verification of calendar calculations, tracks information in shared database
- Receives, manages, and maintains student accident reports
- Ergonomic evaluations evaluate workstation for correct ergonomics, make recommendations for equipment purchase, oversee coordination of installation and correct usage of equipment.
- Updates, coordinates and monitors the district's Injury Illness and Prevention Program (IIPP).
- Updates, coordinates and monitors the district's HIPAA security policy and procedures and insures regular training of staff as defined by plan.
- Prepares and maintains manuals, procedures, reports, and files related to employee safety.
- Assists in ensuring compliance with various local, state, and/or federal regulations.
- Other duties as assigned
- District Title IX Coordinator

QUALIFICATIONS

Knowledge and Skills: Requires human relations skills sufficient to communicate technical concepts to others in individual and small group settings, and to exercise patience when dealing with employees.

This position requires specialized knowledge and in employee Benefits, Risk Management, Liability, and Workers' Compensation practices. Requires working knowledge of the laws and regulations affecting benefits administration, including those dealing with self-funded programs. Has knowledge of current HIPPA and privacy laws and practices. Has knowledge of Education Code, California Labor Code, Workers' Compensation, Americans with Disabilities Act, and Cal OSHA Laws. Knowledge of current insurance and risk control procedures. Requires a basic understanding and of information systems used for benefits, open enrollment, workers compensation, and risk management. Requires sufficient math skill to compute risk and return, present value, and cost-benefit analysis.

Abilities: Ability to carry out all of the requirements of the job. Establish cooperative working relationships with staff. Interpret and apply pertinent laws, regulations and policies. Has the ability to analyze complex problems and formulate effective solutions. Maintain cooperative relations with District departments and staff. Effectively and efficiently performs highly responsible, technical functions, duties and activities with a strong attention to detail. Has the ability to write letters, memos, emails and reports and speak effectively. Establishes and analyzes all relevant data, effect necessary control plans and bring all claims to equitable conclusions. Works under minimal supervision accurately and with attention to detail and understand and carry out oral and written instructions. Communicates effectively both orally and in writing in a clear, concise and timely manner. Is able to maintain a high level of confidentiality.

Physical: Work primarily indoors engaged in work of a sedentary nature. Ability to use near visual acuity to write and to read printed materials and computer screens. Ability to use hearing and speech for ordinary telephone conversations and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about various District locations. Requires manual and finger dexterity to type/keyboards and/or operate mouse and/or otherwise operate a computer and other equipment. Requires the ability to lift, move, and carry lightweight materials less than 20 pounds. Requires auditory ability to project voice to a large audience and to carry on conversations over the phone and in person.

Education and Experience: Bachelor's Degree in business finance, human resources, public administration, risk management or related field and five (5) years of experience administering employee

Risk Manager

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benefits programs in a public service environment. Additional experience may substitute for formal education.

Licenses and Certificates: May require a valid California Driver's License.