

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Risk and Benefits Manager

Salary Grade: 46

Salary Schedule: Classified Management

Department: Benefits / Human Resources

Reports to/Evaluated by: Associate Superintendent, Human Resources or their designee

FLSA: Exempt

SUMMARY

Under the supervision of the Associate Superintendent, Human Resources or their designee, the Risk Manager/Benefits Manager 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. This role oversees health and welfare and worker's compensation to minimize risk, reduce costs, and improve services to employees. The Risk Manager ensures consistent communications, notifications, and procedures pertaining to the safety of staff, students, and visitors. Additionally, this position provides direction and develops systems to disseminate information directly to staff via email, web, or other means while strictly adhering to all applicable confidentiality requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers the District's health and welfare benefits and workers' compensation programs.
- Assists employees with insurance enrollment and resolving insurance concerns.
- Provides leadership and presents information to the District Benefits Committee.
- Plans, develops, analyzes, recommends, implements, and supervises programs for workers' compensation, employee and pupil safety, medical cost containment, and accident investigation.
- Reviews School Site Safety Plans and assists the District Safety Committee with emergency response plans for the District, sites, and departments.
- Performs research in safety and workers' compensation, analyzes data, and recommends policies and operational procedures.
- Investigates and responds to CalOSHA complaints and stays current with legislation relating to safety and workers' compensation.
- Provides counsel, advice, and training to operational units regarding safety, risk management, workers' compensation, and liability issues.
- Interprets local, state, federal, and regulatory laws and regulations applicable to insurance and workers' compensation for staff and the public.

Risk and Benefits Manager

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- Maintains liaison with administrators, employee groups, insurance carriers, rehabilitation vendors, attorneys, and governmental agencies regarding claims.
- Represents the District at the Workers' Compensation Appeals Board.
- Provides reports as requested by District administration on issues concerning risk, safety, and benefits.
- Works directly with vendors to manage employee benefits, negotiate plans and rates, and ensure accuracy.
- Collaborates with staff to disseminate information during open enrollment and oversees the separation of employees, including benefit dis-enrollment.
- Ensures timely and accurate issuance of COBRA notices and proper accounting of COBRA participants.
- Investigates accidents and claims immediately and thoroughly while maintaining accurate records of employee absences related to industrial injuries.
- Receives, manages, and maintains student accident reports.
- Performs ergonomic evaluations of workstations, recommends equipment, and oversees coordination of installation and correct usage.
- Updates, coordinates, and monitors the District's Injury Illness and Prevention Program (IIPP) and HIPAA security policy and procedures.
- Prepares and maintains manuals, procedures, reports, and files related to employee safety and ensures compliance with local, state, and federal regulations.
- Serves as the District Title IX Coordinator and performs other duties as assigned.

QUALIFICATIONS

- **Knowledge of:** Specialized concepts in employee benefits, risk management, liability, and workers' compensation practices. This includes working knowledge of laws and regulations affecting benefits administration and self-funded programs, as well as current HIPAA and privacy laws. The position requires knowledge of the Education Code, California Labor Code, Americans with Disabilities Act, and CalOSHA laws. It also requires understanding of current insurance and risk control procedures, information systems used for benefits and risk management, and math skills sufficient for computing risk, return, and cost-benefit analysis.
- **Ability to:** Carry out all requirements of the job and establish cooperative working relationships with District departments and staff. The incumbent must be able to interpret and apply pertinent laws, regulations, and policies while analyzing complex problems to formulate effective solutions. The role requires the ability to perform highly responsible technical functions with strong attention

to detail, work under minimal supervision, and carry out oral and written instructions. Additionally, the candidate must be able to communicate effectively in a clear and concise manner, write professional correspondence and reports, speak effectively to large audiences, and maintain a high level of confidentiality.

- **Education and Experience:** A Bachelor's Degree in business finance, human resources, public administration, risk management, or a related field is required. Candidates should have five (5) years of experience administering employee benefits programs in a public service environment. Additional experience may be substituted for formal education. A valid California Driver's License may also be required.
- **Working Conditions:** Work is primarily performed indoors in a sedentary environment. The position requires near visual acuity to read printed materials and computer screens, as well as the auditory ability to use telephones, hear equipment prompts, and project the voice to large audiences. Physical requirements include the ability to sit for long periods, move about various District locations, and manual dexterity to operate computers and other office equipment. The incumbent must be able to lift, move, and carry lightweight materials weighing less than 20 pounds.