

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Executive Director, Risk Management**

**Purpose Statement**

The job of Executive Director, Risk Management is done for the purpose/s of planning, organizing, coordinating, and directing a Joint Powers Authority (JPA) Risk Management Program for property and liability and workers' compensation, as well as, a JPA for employee fringe benefits, on behalf of over 60 public educational agencies.

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**Essential Functions**

- Acts as principal advisor on risk management and insurance matters for the Executive Board of Directors and members of both JPAs for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal, legal and administrative guidelines.
- Administers JPA Risk Management Programs (e.g. the self-insured and excess-insured workers' compensation program, self-insured and excess insured property and liability program, and self-insured and employee benefits programs, etc.) for the purpose of assuring compliance with a variety of state and federal regulations, laws and reporting requirements.
- Analyzes and conducts surveys, studies, and reports for the purpose of developing a risk and insurance data base, and increasing efficiency and cost effectiveness.
- Compiles data from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Designs and publishes a variety of materials (e.g. administrative handbooks, manuals, newsletters, etc.) for the purpose of providing an up-to-date reference and/or conveying information in compliance with established guidelines.
- Develops the annual preliminary budget for the Property and Liability, Workers' Compensation and Fringe Benefits programs for the purpose of providing financial guidance and recommendations to other administrative personnel and/or Board Members.
- Establishes and implements loss prevention/control and safety programs (e.g. identify risk exposures and implement strategies to address those exposures., etc.) for the purpose of identifying risk exposures and strategies to address these exposures, reducing the incidents of accidents, preventing thefts and other factors influencing the cost of insurance coverage.
- Negotiates insurance coverage and prices for the purpose of developing and maintaining the JPA Coverage.
- Negotiates, approves and renews contracts for program requirements for the purpose of ensuring services are within state and district requirements/regulations and achieving outcomes consistent with the JPAs long and short range goals.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. financial processes, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.

- Performs personnel administrative functions (e.g. recommending candidates for hiring, counseling/coaching, evaluating, supervising, etc.) for the purpose of enhancing personnel productivity and achieving objectives.
- Prepares and maintains a variety of materials and reports (e.g. financial and statistical reports, records, files, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or assisting JPA members with requested actions.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the business and financial needs of the JPA members.
- Researches a wide variety of topics (e.g. fringe benefit claim trends, laws, new regulations, pending legislation, etc.) for the purpose of recommending and developing new and/or remedial services, ensuring compliance and providing technical expertise to members of JPA.
- Responds to issues involving staff, conflicts in policies and regulations, and parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Reviews and approves expenditures from JPA program funds for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Supports the Executive Committee and Board of Directors for both JPAs for the purpose of developing and implementing services and programs and achieving operational goals.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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

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

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing and interpreting laws, compliance regulations and reporting rules; compiling and analyzing risk management information and financial data and preparing comprehensive report; coordinating and executing risk management objectives, procedures and policies; operating standard office equipment; utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; 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 based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; budget management and public sector accounting; procedures; self-funded claims administration; basic principles of insurance, loss prevention/control, and techniques of risk management; contract law relating to risk management asset protection programs; workers' compensation, property and liability and employee fringe benefits programs; and principles and practices of supervision.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to

work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of some resources from other work units is often required to perform the job's functions. There is some 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: some lifting, carrying, pushing, and/or pulling, , and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education** Bachelors degree in job-related area.

**Equivalency** Any combination equivalent to a bachelor's degree in business or public administration, or a related field, and five years of related, progressively responsible professional and managerial level experience in the administration of risk management programs, including the supervision of staff. Experience with public risk management pools, and education and risk related issues facing public schools is highly desirable. Postgraduate training, and/or ARM (Association Risk management and CPCU(Chartered Property Casualty Underwriter) certifications are also desirable.

**Required Testing**

**Certificates**

Ca. Life, Accident & Health License  
Preferred  
Driver's License & Evidence of  
Insurability

**Continuing Educ./Training**

**Clearances**

Criminal Justice Fingerprint/Background  
Clearance  
Tuberculosis Clearance

**FLSA State:** Exempt

**Salary Range:** Classified Management, Grade 56

**Personnel Commission Approved: October 19, 2016**

