

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

**Senior Manager, Property and Liability Program**

**Purpose Statement**

The job of Senior Manager, Property and Liability Program is done for the purpose/s of directing loss prevention programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and supervise/evaluate the performance of assigned personnel.

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**Essential Functions**

- Analyzes districts' loss control requirements for the purpose of identifying issues, developing processes and/or recommending action plans to enhance individual district programs.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. activities related to property and liability, loss control, development/maintenance of insurance programs, etc.) for the purpose of providing services within established timeframes and in compliance with related services, codes, laws, regulations, policies, and procedures.
- Facilitates training as required by school districts for the purpose of identifying issues, developing recommendations, supporting staff, and servicing District representatives.
- Manages a wide variety of program components (e.g. helping district with assuring adequate insurance coverage, etc.) for the purpose of reviewing contracts for insurance requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. budgetary and financial data, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel administrative functions (e.g. interviewing, hiring, 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 complex materials (e.g. plans, budgets, reports, coverage 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.
- Prepares annual preliminary budgets (e.g. for property and liability programs, etc.) for the purpose of reviewing and evaluating budgetary and financial data, monitoring program costs, and authorizing expenditures in accordance with established limitations.
- Recommends and approves claim settlements (e.g. property and liability damage, etc.) for the purpose of providing required services to injured parties and efficient utilization of district financial resources.

- Researches a variety of topics (e.g. claims trend, laws, regulations, etc.) for the purpose of implementing remedial programs and recommending alternative courses of action to reduce incidents of accidents and claims.
- Responds to safety or environmental concerns for the purpose of investigating and/or recommending remedial actions.

### **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, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies 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; analyzing budgets; analyzing data; comparing results; conducting interviews; conducting meetings; enforcing rules and regulations; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; risk/loss trend analysis; risk management principles and practices; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; cost/fund accounting; grammar, spelling and punctuation; knowledge of community resources; office application software; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals; principles of negotiation/arbitration.

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 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 significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; 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 to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions; working as part of a team.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to 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 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 47

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