RISK MANAGER/ SPECIAL PROJECTS COORDINATOR

JOB DESCRIPTION

Under general direction from the Vice President/ Assistant Superintendent Business, the Risk Manager/ Special Projects Coordinator is responsible for the coordination and direction of the District risk management program and for coordination and participation in special District projects as assigned.

SCOPE

The Risk Manager and Special Projects Coordinator directs and coordinates specific District-wide risk management functions and activities (i.e. injury, damage or loss), and participates in business services and special college projects and governance activities as required.

TYPICAL DUTIES AND RESPONSIBILITIES

- Maintains continuous review of District liabilities relating to injuries, damages, and losses and ensures adequate liability insurance protection as a function of risk management
- Develops, implements, and disseminates plans, policies, standard and procedures for effective risk manage and control
- Develops detailed bid specifications for various insurance contracts and coordinates evaluation process for insurance proposals
- Participates in District liability insurance contract negotiations
- Provides technical advice on safety and risk management to managers at all levels
- Evaluates extent of risk exposure and, where feasible, develops proposals for self-insurance programs
- Coordinates risk management and safety training and educational activities in cooperation with the Director of Maintenance and Operations
- Develops loss control procedures as a function of risk management
- Prepares statements and reports with respect to proposed legislation, rules, regulations, and policy
- Maintains complete and accurate records for all insurance contracts, claims, invoices and billings
- Prepares periodic activity and special project reports, research data and materials
- Processes and monitors all insurance claims, including worker's compensation claims
- Reviews, processes and maintains accident reports
- Interprets and maintains compliance with federal, state, and local laws and regulations, including OSHA regulations
- Chairs or serves on college committees as required or assigned, and participates in professional organizations when appropriate to assignment
- Performs related duties and/ or projects as assigned
QUALIFICATIONS:

Education and Experience:

Bachelor’s degree in business administration or closely related discipline and five years of experience in insurance or corporate/public sector risk management. Familiarity with California Worker’s Compensation system.

Ability to:

• Read, comprehend, and interpret complex codes and regulations relating to area of assignment
• Gather, compile, and analyze data
• Apply pertinent laws, rules and regulations
• Write and communicate effectively
• Develop and maintain effective working relationships with students, faculty, staff and representatives of public and private agencies
• Process and maintain accurate, complex records
• Consistently perform under the pressure of deadlines and other administrative demands

SUPERVISION RECEIVED:

The duties and responsibilities of the Risk Manager/Special Projects Coordinator are performed under the general direction of the Vice President/Assistant Superintendent Business.

AUTHORITY/RESPONSIBILITY:

The Risk Manager/Special Projects Coordinator is responsible for providing technical risk management and safety information and direction for all segments of the college, and performs at the District level.

Adopted: June 5, 1989