



**DIRECTOR, RISK MANAGEMENT**

**DEPARTMENT:** Business Services

**COLLEGE:** Central Services

**SALARY GRADE:** [A2/A3 - H](#)

**POSITION PURPOSE:**

Reporting to the Vice Chancellor of Business Services, plans, directs and coordinates the risk management program throughout the district to ensure that the staff, students, public and district's assets are adequately and appropriately protected. Reviews District contracts to assess appropriate legal form to minimize exposure to risk and liability and protection in the event of contract default. Pursues with advice from legal counsel, the redress. Advises and assist purchasing department with contract and legal issues. Act as purchasing manager in their absence.

**NATURE and SCOPE:**

This administrative position is responsible for developing the risk management budget and determining the allocation of department funds. Approves the settlement of claims against the district up to \$10,000 and assists in the preparation, analysis and recommendation to the Board of Trustees for the disposition of other claims against the district. Negotiates certain contracts and makes recommendations to the Vice Chancellor of Business Services. Develops and recommends appropriate insurance coverage and self-insured retention programs. Directs attorneys, adjusters, and investigators in handling of claims and lawsuits against the district; keeps college and district staff aware of situations that could expose the district to loss of property, physical harm, liability and costly litigation; coordinates and maintains the district's emergency plan. Provides district wide leadership for safety and loss prevention.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Develop, review, place, and monitor all insurance policies and self-insured retention programs for the District including student health, accident, and athletic policies.
2. Disseminate information throughout the district regarding the District's insured and self-insured programs, coverage, and procedures to address claims and minimize exposure to potential losses.
3. Manage all property and liability claims and lawsuits against the district. Minimize property loss.
4. Meet with District managers, appropriate legal counsel, and individual companies contracting with the District to discuss, evaluate and mutually determine appropriate action with regard to contracts, insurance, litigation, and risk matters.
5. Serves as the district safety officer, coordinating a safety program that complies with legal and regulatory standards that apply to the district. Act as the district liaison with agencies such as OSHA, CHP and County of Santa Clara Health Department, Office of Emergency Services, and American Red Cross.
6. Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and appropriate training to staff; maintaining a safe work environment enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
7. Identify staff training needs for loss prevention and safety compliance. Develop/ deliver training programs or outsource training as deemed appropriate.

8. Coordinates the preparation and maintenance of the district's emergency plan in conjunction with College Police and Safety staff, Plant Services, district administration, and appropriate consultants and contractors.
9. Assists with the implementation of the district's hazardous materials management program.
10. Analyzes, prepares reports and present information regarding risk management matters to Board of Trustees, management, staff, governance groups and agencies.
11. Develops and recommends policies and/or procedures to respond to new regulations working within college and district governance structure.
12. Develop and monitor the district's risk management related budget and expenses.
13. Maintains current, accurate and meaningful insurance, premium, legal, loss, claims and related statistical risk management records.
14. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
15. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Policies, standards, laws, regulations and practices pertaining to risk management, safety, insurance, loss prevention, claims management, tort claims and management of hazardous materials.
2. Principles and practices of large complex organizations with multiple physical locations and building structures (experience with higher education desired).
3. Technology, computers and software that would be commonly found in modern risk management office environment.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals. And presentations.
3. Analyze complex data and information and prepare meaningful reports and proposals.
4. Interpret laws, regulations and complex directions and to propose appropriate district responses.
5. Work effectively with diverse students, staff, faculty and administrators individually and as team members.
6. Develop and implement strategic planning processes.
7. Implement concepts of shared governance.
8. Interpret and apply rules, regulations, policies and procedures.
9. Represent and promote the interests of the division/department in the administration of the College and the District.
10. Handle difficult and sensitive issues and problems and resolve conflicts.
11. Train, assign, supervise, evaluate and develop staff.

### **Education and Experience:**

1. Bachelor's degree.
2. 5 years of experience in an insurance, claims management or risk management environment.
3. Evidence of successful completion of supplemental training in areas related to risk management such as safety, hazardous materials, insurance, torts, claims, benefits and purchasing (equivalent to 45 Qtr or 30 semester units).

### **Preferred Qualifications:**

1. Associate in Risk Management (ARM) or Certified Safety Professional (CSP).
2. Two to four years as safety professional with experience in property and liability matters.
3. Knowledge and experience in legal system for contract issues and small claims court and lawsuit process.
4. Knowledge of Human Resources law's and policies associated with HR claims and grievances.
5. OSHA and Hazardous Materials (HAZ MAT) laws and regulations.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment; subject to some physical activities.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: July 2002

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