

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: February 19, 2014

Revised: May 17, 2017

Salary Schedule: 250; Row: 2

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

Job Title: **DIRECTOR OF RISK MANAGEMENT AND ENVIRONMENTAL SAFETY**

JOB PURPOSE: Under the direction of the Assistant Superintendent, Business Services, with major responsibility to plan, organize, communicate and administer activities related to risk management, loss control, employee benefits, environmental safety and health and other related work as may be required.

JOB FUNCTIONS:

- Develops policies, regulations, programs, and contracts related to loss control, insurance, industrial hygiene, regulatory compliance, risk management, and employee benefits
- Coordinates workers compensation claims and benefits with the District's third party administrator, district payroll, human resources, employee's supervisors, attorneys, etc.
- Investigates accidents, industrial illnesses, property losses and other occurrences in order to analyze claims, loss and accident history, and identify methods to eliminate, minimize or indemnify risks or possible losses
- Coordinates the District's property, liability and student accident insurance programs, claims management, and reports related to the risk management program
- Attends Joint Powers Authority meetings for workers compensation, property and liability and employee benefits.
- Assists sites and departments and school administrators in their accident reporting and accident prevention responsibilities
- Assures District compliance with all federal, state and local codes, regulations and laws (including OSHA) pertaining to student, employee, and environmental safety
- Investigates and analyzes root causes, patterns, or trends that could result in costs to the organization, and implements corrective action

JOB FUNCTIONS – continued:

- Collects, evaluates, and maintains data concerning injuries, claims, workers compensation, property and liability, student accidents, and other risk-related data
- Serves or facilitates on a variety of risk management committees
- Serves as the District's emergency manager, developing procedures and protocols to deal with emergencies and maintaining an emergency management plan
- Works with Site Safety Coordinators from each school site to ensure consistency in emergency response
- Act as a liaison to local law enforcement, fire department, and other emergency response agencies
- Direct and coordinate periodic audits of school facilities and grounds to determine environmental safety and health issues and needs. Compile and evaluate data, prepare analyses, reports and recommendations regarding safety and health improvements
- Establish and maintain effective working relationships with staff, students, parents, and community members
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

- Federal, state and local laws, codes, and statutes related to all areas of risk management and loss prevention
- Research and analysis methods, procedures and techniques
- Information and data management
- Resources, both human and financial, that may be utilized to implement effective programs
- Classified and certificated bargaining unit contracts
- District organization, operations, policies, and objectives
- Oral and written communication skills
- Cooperative, working relationships with those contacted in the performance of duties
- Adaptable to changing priorities
- Productive and active team member

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds) and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college/university in Business Administration, Public Administration, or other related field

Experience:

- Three (3) years of documented experience in the monitoring and operations of risk management and loss prevention to include workers compensation, accidents, property and liability

Licenses, Certifications, Bonding, and/or Testing:

- Valid driver's license
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position