

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: August 15, 2007  
Salary Schedule: 861; Row: 3

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

### JOB TITLE: **RISK MANAGER**

### JOB PURPOSE STATEMENT:

Under the direction of the Assistant Superintendent, Business Services, with major responsibility to plan, organize, communicate and administer activities related to risk management and loss control, 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, and risk management
- 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 and property and liability
- 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
- Collects, evaluates, and maintains data concerning injuries, claims, workers compensation, property and liability, student accidents, and other risk-related data
- Investigates and analyzes root causes, patterns, or trends that could result in costs to the organization, and implements corrective action

**JOB TITLE: RISK MANAGER**

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JOB FUNCTIONS – continued

- Serves or facilitates on a variety of risk management committees
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

- Federal, state and local laws, codes, and statues 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
- Principles and practices of administration, supervision, and training

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, stand, stoop, kneel, bend, and walk
- Able to sit for sustained periods of time

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PHYSICAL ABILITIES – continued

- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Equivalent to graduation from college with a major in business administration or a related field; additional qualifying experience may be substituted for the education required on a year-for-year basis

Experience:

- Three 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 Drivers License with acceptable safe driving record
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position