

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Risk Management	Range: 20 (CL)	Management Schedule
Date Revised:	November 12, 2013	Date Approved:	September 1986
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Vice Chancellor, Finance and Facilities, this position is responsible for planning, organizing and directing the District's risk management program, including insured and self-insured emergency preparedness.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plans, organizes and directs the District's self-insured workers' compensation program, including the intake, review and settlement of claims; conducts required investigations; analyzes claims data to determine program cost and structure, deductibles, self-insured retentions, terms and limits and related matters; evaluates and recommends the selection of third party claims administrators and medical providers; advises employees regarding workers' compensation policies and procedures; assures compliance with applicable federal, state and local laws and regulations.
2.	Plans, organizes and directs the District's self-insured property and liability insurance program and other insurance programs, including student accident insurance; evaluates claims data; compiles and submits loss exposure data as needed to update or renew programs; determines program cost and structure, deductibles, self-insured retentions, coverage types, terms and limits and related matters; reviews, submits and monitors the settlement of claims; represents the District with applicable Joint Powers Authorities.
3.	Researches, compiles and provides information regarding risk management, insurance and related plans, policies and procedures; recommends and implements methods to eliminate, reduce, transfer or retain potential loss; investigates and processes claims against the District; attends depositions and hearings as necessary.
4.	Directs the District's Environmental Health and Safety program; develops and implements safety awareness and accident prevention programs; assists the campuses with implementation of mandated compliance programs; reviews liability, workers' compensation and student accident reports to determine the existence of unsafe conditions or practices and supervise corrections as needed; participates in campus safety committee meetings and provides information and resources to mitigate accidents and injuries.
5.	Maintains communication with District and campus personnel, insurance agencies, claims administrators, Joint Powers Authorities, governmental agencies and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and operations.
6.	Compiles and analyzes data and prepare various reports related to risk management functions and operations, including financial, statistical and budgetary reports.
7.	Coordinates the District's emergency preparedness programs; directs and coordinates the activities of the District Emergency Management Planning Committee and participates in external emergency preparedness planning networks.

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8.	Develops, prepares and maintains a variety of detailed and comprehensive reports, records and files related to assigned programs, operations, and activities; assures accurate and timely completion and submission of reports.
9.	Develops and implements plans to facilitate and improve operations and programs; provides leadership and technical assistance to personnel in designing and implementing corrective processes and procedures.
10.	Maintains current knowledge of federal, state and local laws, rules and regulations related to assigned areas of responsibility.
12.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
13.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
14.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
15.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
16.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The District Director, Risk Management maintains frequent contact with District administrators, faculty and personnel, federal and state agencies, program third-party administrators, and outside legal counsel.

EDUCATION AND EXPERIENCE

Required Qualifications

Possession of a Bachelor's degree, preferably in business administration, public administration, or related field from a regionally accredited institution.

Minimum of five years increasingly responsible experience in the administration of risk management services and environmental safety and health for a large public sector or private organization, including experience in the management, investigation and adjustment of California Workers' Compensation Claims and general liability claims.

Desirable Qualifications

Risk management experience in public education, preferably in a community college or other higher education environment.

Administrative or supervisory experience in public education, preferably in a community college or other higher education environment.

Associate in Risk Management for Public Entity (ARM-P) designation.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain laws, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
