

## CHIEF RISK OFFICER

### DEFINITION

Plans, develops, directs, and oversees District-wide insurance and risk management services and related policies and procedures at the executive level.

### TYPICAL DUTIES

Plans, develops, and oversees the administration of the Division of Risk Management and Insurance Services through subordinate administrators, supervisors, and staff personnel engaged in the management of:

- Risk Finance (e.g. Liability Claims and Insurance, including the Owner-Controlled Insurance Program and Restitution)
- Employee and Retiree Group Health Benefits including Employee Wellness, Disability Retirement, and Deferred Compensation Retirement Savings Plans
- Integrated Disability (e.g. Workers' Compensation, Return-to-Work, FMLA compliance, Employee Absence Management, Leave Donations, Reasonable Accommodations, and Acts of Violence)

Formulates and recommends District policies and advises the District's executive staff and Board of Education of potential risks associated with the implementation of programs and policies and procedures and proposed changes in the laws, rules, and regulations related to insurance and risk management.

Develops appropriate cost effective methods for the procurement of insurance coverage and/or self-insurance services for property, casualty, workers' compensation, and other areas.

Analyzes the District's claim, loss, and accident history, and identifies methods to eliminate or minimize risks and possible losses and recommends solutions.

Develops specifications, selects, and manages insurance service providers, including insurers, brokers, and third party claims administrators.

Oversees insurance and risk management expenses, forecasts, and budget to ensure all financial objectives are met; and manages self-insured loss reserve accounts with primary emphasis on retiree health benefits, property liability, and workers' compensation.

Advises and presents to the Superintendent, Board of Education, and District executive staff on recommended cost-controls and investment strategies for all programs.

Oversees the implementation of risk management related policy directives, guidance, and information and advises the Board of Education, District executive staff, administrators, and confers with external stakeholders and other governmental agencies.

Coordinates with outside counsel on legal matters and claims/litigation against the District.

Represents the Division of Risk Management before the Board of Education and in interdivisional meetings, and participates in the development of strategic plans that affect Division responsibilities.

Oversees strategic assessment of long range financial planning of all risk management initiatives to ensure all financial objectives related to risk management initiatives are met.

Settles Workers' Compensation and Liability claims as authorized by the Board of Education.

Represents the District in collective bargaining negotiations related to all risk management functions.

Directs and reviews personnel management functions.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Risk Officer plans, directs, and sets forth the District-wide Risk Management strategic plan through the activities of the Division of Risk Management and Insurance Services and oversees the planning and implementation of related policies and programs of the District at the executive level.

The Director of Contracts Administration plans, organizes, and directs the activities of a multi-section department (RFP and Contract Development) including the administration of Professional and Non-Technical Services, all aspects of competitive bid, and Contract Processing.

The Director of Environmental Health and Safety is the District's senior manager responsible for planning, development and implementation of environmental compliance, environmental health, occupational health and safety, and site assessment programs aimed at ensuring the health and safety of students and staff.

## SUPERVISION

The Chief Risk Officer receives administrative direction from the General Counsel and exercises administrative direction over subordinate administrators and managers.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles, practices, trends, methods, and procedures of comprehensive risk management programs, workers' compensation, property casualty insurance, tort liability, disability management, group health benefits, deferred compensation retirement savings plans, and accident prevention and loss control programs
- California Workers' Compensation laws, Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), Affordable Care Act (ACA), and other related federal and State statutory requirements such as the California Education Code
- Research and analysis techniques
- Supervisory principles and practices
- Public relations principles
- Principles of training, employee evaluation, employee relations, and progressive discipline

### Ability to:

- Develop and implement organizational vision, which integrates key program goals, priorities, values, and other factors
- Plan, organize, direct, coordinate, and review the work of a multi-unit operation
- Manage through subordinate administrators
- Gather, read, analyze and interpret complex data including legislation and numerical data
- Analyze complex problems and exercise sound judgment in developing and planning the implementation of effective and efficient solutions and alternatives
- Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
- Establish and maintain effective working relationships
- Prepare reports complete with findings and recommendations involving summaries and analyses of complex technical information
- Analyze present problems, identify potential problems, and develop, evaluate, and deliver possible solutions
- Formulate and express ideas effectively in both written and oral forms with all levels of management, both internal and external to the District
- Speak effectively before a variety of groups

Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment  
Remain calm under stress

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in business administration, public administration, or a related field, preferably including courses in law, insurance, risk management, or safety engineering. An advanced degree in law, insurance, risk management or a related field is highly preferable.

### Experience:

Five years of risk management experience at the management or executive level with direct administrative authority over a multi-unit risk management organization. Experience in at least two of the major responsibilities in risk finance, integrated disability, or employee group health benefits is required. Experience in investigation and adjustment of workers' compensation claims and general liability claims in the public sector is preferable.

Possession of certification as an Associate of Risk Management (ARM), Chartered Property and Casualty Underwriter (CPCU), Associate in Claims (AIC), or Certified Employee Benefits Specialist (CEBS) preferred.

### Special:

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. An Employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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