



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

Assistant Director Risk Management

JOB SUMMARY

Under general administrative direction of the Director of Risk Management, to assist in planning, coordinating and supervising the operation of all functions pertaining to Risk Management; and does other related work as required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Assist in managing and coordinating the Risk Management offices and evaluating staff.
- Direct the activities associated with manual and automated record-keeping; assist in the supervision of preparation and maintenance of all Insurance, Employee Benefits, and Risk Management records.
- Develop and recommend policies, procedures, and programs related to the Risk Management Department.
- Assists in development, implementation, and monitoring of department and/or safety credit budgets.
- Assists in providing Case Management for all Departmental Case Files, including but not limited to: Public Records Requests, Insurance Claims, Loss Control Efforts, Legal Compliance reviews, District Policy reviews, Incident Reports, and other loss control activities.
- Serves as liaison between employees and persons involved in broker of record on all insurance matters involving Employee Benefits, Workers Compensation, Property Claims, and Liability Claims- may adjust minor property and liability claims. Submits information to the broker of record or Collections agency as appropriate.
- Evaluates and compiles facts and data regarding employee benefits, accident reports, reviews medical reports, witness statements, department investigation results, and other documentation.
- Advises and/or assists departments in conducting investigation of accident reports, including interviewing of witnesses and procurement of relevant documentation.
- Reviews data to identify patterns of injury and to determine whether unsafe conditions contributed to the accident; advises departments of trends in injuries and proper safety procedures that may result in reduction of injuries.
- Provides the department with information that will aid in reducing accidents and improve safety, including facilitating ergonomic evaluations as needed.
- Coordinates, and/or facilitates various training programs (such as New Hire Orientation, defensive driving, CPR, first aid, body mechanics/lifting, etc.).
- Coordinates, facilitates, and/or responds to various safety and emergency preparedness issues, give/coordinate safety/benefits/risk management training, and after-hour response as needed.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITY

Knowledge of:

- Workers' Compensation Act, California Education Code, and other applicable state/federal statutes and regulations.
- Medical terminology, body systems, and/or impairments and their disabling effects.
- Employee Benefits, Insurance, and Legal Terminology
- Office procedures and manual and electronic filing systems.

Ability to:

- Obtain facts that assure that claims information is complete and accurate.
- Balance casework loads and efficiently manage case files and process claims.
- Use good judgment in interpreting medical facts presented by a physician and applying these facts in determining an individual's capacity to engage in gainful occupation.
- Read, assimilate, and recall with marked proficiency facts, figures, and descriptions, and to search for and obtain information.
- Communicate effectively.

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Assistant Director Risk Management (Continued)

EMPLOYMENT STANDARDS (Continued)

EDUCATION AND EXPERIENCE

Education:

- Graduation from high school.
- Requires knowledge, skill, and intellectual aptitude equivalent to the completion of four (4) years of college, training, or professional experience in Risk Management, Insurance Claim Management, and/or Safety.
- ARM-P (Associate in Risk Management for Public Entities) professional designation or CSRM (Certified Schools Risk Manager) Professional Designation desired.

Experience:

- Three (3) years of experience in insurance claim analysis or any equivalent combination of training and experience.
- Two years of supervisory experience in Risk Management, Insurance Claim Management, Safety or related field is preferred.
- Public school district experience is preferred.

Personal Qualities:

- Maturity, judgment, objectivity, and tact.
- The highest level of discretion.
- Personnel oriented, professional attitude.
- Pleasant and friendly disposition reflecting a sincere interest in and concern for people.

PHYSICAL DEMAND AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

Environment:

- Office environment at the District Office and other locations as needed (indoor frequently, outdoor occasionally);
- Demanding timelines;
- Subject to frequent interruptions and daily contact with staff and public;
- School sites and other District facilities;
- Public spaces.

Physical Demands:

- Ability to push, pull, and transport instructional and/or presentation materials up to ten (10) lbs. on a regular basis and up to forty (40) lbs. occasionally
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop, and reach
- Ability to drive a personal vehicle to conduct business
- Generally, the job requires 40 percent sitting, 30 percent walking, and 30 percent standing

Working Conditions:

- Extended viewing of computer monitor and audio/visual equipment;
- Working with and around office equipment having moving parts.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management Department.

EMPLOYMENT STATUS

Classified Management Position

Classified Management Salary Schedule

11/19/2022