

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Benefits & Risk Management	REPORTS TO:	Deputy Superintendent
DEPARTMENT:	Benefits & Risk Management	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-27/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of assigned functions and activities; plan, organize, control and direct the District's general liability program, worker's compensation and employee benefits programs to provide timely delivery of high quality services to staff, sites and departments; review and analyze the District's current position for compliance; supervise, provide clear work direction and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, control and direct a variety of programs and activities related to employee benefits and risk management to meet the needs of the sites, departments and outside agencies. *E*

Review and analyze the District's current position for compliance with established codes, laws and procedures related to general liability, worker's compensation and benefits; make required changes to bring the District to compliance. *E*

Receive and process claims against the District; develop and coordinate District claims against others; investigate claims and represent the District at court or related meetings. *E*

Administer a variety of insurance programs. *E*

Review all District contracts and approve in accordance with established District contract guidelines. *E*

Provide technical expertise regarding assigned functions; formulate and develop effective policies and procedures to accomplished stated goals. *E*

Develop, plan and implement strategic long and short-term plans and activities; compile information and make decisions regarding the needs, objectives and programs of assigned area(s). *E*

Direct preparation and maintenance of a variety of narrative and statistical reports, records and files; review and analyze to ensure accuracy of data; prepare a variety of correspondences and other documents. *E*

Communicate and collaborate with other administrators, District personnel and vendors to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Supervise, provide clear work direction and evaluate the performance of assigned staff; provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees; recommend performance improvement plan, transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff. *E*

Develop and prepare the annual budget for the employee benefits and risk management functions of the District; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, public administration or related field and five years increasingly responsible supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the District's risk management and employee benefits programs.
Budget preparation and control.
Claims handling procedures.
Insurance providers.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Principles and practices of management.
Applicable laws, codes, regulations, policies and procedures related to benefits, worker's compensation and risk management.
Labor Relations law and employee contracts.
Accurate record-keeping techniques.
Operation of a computer to enter data, maintain records and generate reports.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and administer the District's general liability program, worker's compensation and employee benefits programs.
Review and analyze the District's current position for compliance.
Work collaboratively and build positive relationships with a diverse group of stakeholders.
Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
Communicate, understand and follow both oral and written directions.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures related to assigned area(s).
Analyze situations accurately and adopt an effective course of action.
Plan, prioritize and organize work to meet schedules and time lines.
Work independently with little direction.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to monitor programs and assure compliance; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files; sitting or standing for extended periods of time.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions