

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	District Supervisor I, Risk Management Claims	REPORTS TO:	Director, Benefits and Risk Management
DEPARTMENT:	Benefits & Risk Management	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-15/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; assist in planning, organizing, coordinating and implementing the Risk Management/Liability Program such as property and liability insurance coverage, student injury claims and insurance, vandalism/burglary claims and other related duties to provide timely delivery of high quality services to the sites and departments.

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.)

Assist in planning, organizing, coordinating a variety of activities and functions related to the District's Risk Management Program to provide timely delivery of high quality services to the sites and departments; assist in developing and implementing procedures and policies to ensure effective and efficient operation of assigned area. *E*

Perform risk analysis and loss control analysis to assist in ensuring the financial viability of the District; review accident reports, inspect school sites and recommend modifications and repairs; review risk management data and burglary and vandalism reports. *E*

Participate in the development of goals and objectives for an assigned area; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with established guidelines. *E*

Obtain, analyze, review, process and follow up on Risk Management, Department of Fair Employment and Housing and Equal Employment Opportunity Commission claims, student injuries, and vandalism incidents District-wide; provide and make recommendations for preventing future incidents in support of providing a safe learning and working environment for students and staff. *E*

Oversee the maintenance of reporting systems; prepare a variety of reports and review for data accuracy to ensure the credibility of information provided; coordinate the collection of data through computer-generated reports; compose correspondence and maintain confidential records/reports related to assigned area for litigation and legal concerns. *E*

Collaborate and communicate with leaders, district departments, school sites, attorneys, outside agencies and other personnel to coordinate activities, resolve issues or concerns, exchange information and accomplish District stated goals. *E*

Attend workshops, meetings and other gatherings related to assigned area to obtain up-to-date information to assist in providing efficient services; prepare and provide clear work direction or training to employees, sites, and departments to ensure comprehension of procedures and processes. *E*

Review current legislation relating to the Risk Management Program. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public or business administration, or related field, and three years claims processing experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Tracking and monitoring system for Risk Management claims.
Applicable laws, codes, rules and regulations related to assigned activities.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of area of specialty.
Analytical and problem solving techniques.
Labor Relations law and employee contracts.
Operation of a computer to enter data, maintain records and generate reports.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and oversee an assigned Risk Management area.
Administer Risk Management claims in accordance to applicable codes, rules and regulations.
Actively manage the progress of the claim from the first report to conclusion/settlement.
Prepare reports and develop records and procedures.
Analyze safety problems and programs.
Plan, prioritize and organize work to meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Communicate, understand and follow both oral and in written directions effectively.
Maintain current knowledge of new and changes in legislation, laws, rules and regulations.
Analyze situations accurately and adopt an effective course of action.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
Manage change and design an effective system of reporting progress and monitoring results.
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; drive a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, walking, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read various materials; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

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

E= Essential Functions