

Class Codes

CHIEF RISK OFFICER
DEPUTY CHIEF RISK OFFICER

2000-Senior Management
2230-Senior Management

DEFINITION

Plans, organizes, develops, directs, and oversees District-wide insurance and risk management services and related policies and procedures at the executive level. The Deputy Chief Risk Officer assists in the management of the Division and acts as the Chief Risk Officer as required.

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 and Insurance (e.g. Liability Claims and Insurance, including the Owner-Controlled Insurance Program and Restitution)
- Employee and Retiree Group Health Benefits, Disability Retirement, and Deferred Compensation Retirement Savings Plans
- Integrated Disability Management (e.g. Workers' Compensation, Return-to-Work, FMLA and protected leaves and absences compliance, Employee Absence Management, Illness 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.

Develops and analyzes the District's risk metrics and reports, including losses and key incidents, key risk exposures and early warning indicators and identifies methods to eliminate or minimize risks and possible losses and recommends solutions.

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

Oversees insurance and risk management expenses, forecasts, and budgets 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, 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 Deputy Chief Risk Officer assists in the administration of the Risk Management Division, participates in the planning and organizing of Division functions, and acts as the Chief Risk Officer as required.

SUPERVISION

The Chief Risk Officer receives administrative direction from the Chief Financial Officer or designee and exercises administrative direction over subordinate administrators and managers. The Deputy Chief Risk Officer receives administrative direction from the Chief Risk Officer and exercises general direction over branch directors and lower-level management staff.

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 and disability 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 the 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, rules, regulations and policies, 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, preferably in business administration, public administration, or a related field. College courses in law, insurance, risk management, or safety engineering are highly preferable. An advanced degree in law, insurance, risk management or a related field is preferable.

Experience:

Chief Risk Officer

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

Possession of valid 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.

Deputy Chief Risk Officer

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

Possession of valid 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 driver's license to legally operate a motor vehicle in the State of California and the use of private transportation.

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. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised and the
New Class of Deputy Chief Risk Officer
05-04-2023
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