

## DIRECTOR OF INSURANCE

### DEFINITION

Directs, plans, implements, and administers a wide range of insurance and claims activities for the District.

### TYPICAL DUTIES

Directs the activities of the Insurance staff which include the administration of the following programs:

District Property and Liability Insurance Coverage, District Self-Insurance Program, Owner Controlled Insurance Program, Special Events Liability Insurance Coverage, Contract Insurance Compliance, Student Accident Insurance Program, Charter School Insurance Compliance Employee Reimbursement Program, Restitution, Liability Claims, and the Equipment Replacement Fund.

Directs and manages insurance and self-insurance programs such as fidelity, liability, property casualty, workers' compensation, and owner controlled insurance.

Directs insurance negotiations, selects brokers and carriers, and places insurance.

Appoints and manages the third party claims administrator, ensures contract compliance and allocates program costs.

Directs the review of professional services contracts to determine compliance with insurance specifications and analyzes indemnification language.

Establishes and enforces contract insurance requirements for all vendors and contractors.

Directs and manages policy renewals, claims, and issuance of certificates of insurance.

Reviews, participates, and authorizes payments for claims involving severe and complex claims.

Directs staff engaged in claims program development and is responsible for obtaining timely and accurate performance indicators.

Meets and works with representatives of other organizational units to address implementation of policy and procedures and to resolve operational problems (e.g. Office of Environmental Health and Safety, Office of General Counsel).

Evaluates and approves claims, payments, designated expenditures, and recovery forfeitures, as needed, within the designated authority level.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Insurance directs, plans, implements, and administers a wide range of insurance and claims activities for the District.

The Chief Risk Officer plans, organizes, assigns, directs, and reviews 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 OCIP Coordinator acts as a liaison amongst insurance carriers, Contractors, and District employees regarding Owner Controlled Insurance Program related activities.

## SUPERVISION

The Director of Insurance receives administrative direction from the Chief Risk Officer and exercises supervision over subordinate supervisors. General direction will be exercised over lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of insurance administration
- Applicable local, state, and federal laws, rules, and regulations pertaining to insurance
- Program planning and evaluation
- Basic principles of contract law, public purchasing, research, cost analyses and control, budgeting accounting, and merit-system personnel administration
- Principles of supervision and training
- Merit system and related provisions of the California Education Code Laws and laws and procedures pertaining to the Public Employees Retirement System, rules, regulations, policies, procedures, and collective bargaining agreements pertaining to the classified employees of the District

### Ability to:

- Manage through subordinate supervisors
- Direct and evaluate the work of subordinate supervisory and non-supervisory personnel
- Prepare reports involving summaries and analyses of information and the justification of controversial recommendations or findings
- Present oral and written reports and recommendations concisely, completely, logically, and convincingly
- Effectively interact with public and private sector functionaries to carry out the District insurance programs
- Work well under pressure of multiple priorities and short deadlines
- Effectively negotiate with vendors
- Effectively promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment
- Maintain confidentiality

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in school business management, business or public administration, or a related field.

Possession of certification as an Associate of Risk Management (ARM), Associate in Risk Management- Public Entities (ARM-P), Associate in Claims (AIC), State of California Self Insured Administrator Certificate, and/or professional insurance certifications is preferable.

### Experience:

Four years of managerial or administrative experience with responsibility for insurance programs including policy development, implementation or administration, or contract negotiation and management. At least two years of this experience must be at the supervisory level.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES:

1. Managerial class, exempt from bargaining units.
2. An employee in this class may be 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 a position at any time.

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