SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - RISK AND LIABILITY

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, organizes, and manages the risk management mediation settlement negotiations on behalf of the SCCOE; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Plans, organizes, and manages the risk management program for the SCCOE; monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers' compensation programs and claims processing.

Coordinates risk management activities to protect SCCOE assets and minimize losses and expenses; evaluates and monitors programs, physical conditions, and trends in claims against the organization to proactively identify and analyze exposures to risk; develops, implements, and evaluates loss control and risk financing techniques.

Administers the risk program and makes recommendations to the Chief Business Officer on proposed rates, administrative fee schedules, administrative agreements, premiums, policy terms, and claims processing with insurance brokers, insurance administrators, and the insurance Joint Powers Authority (JPA). Ensures attention to detail and follow-