

SANTA CLARA COUNTY OFFICE

Supervises the worker's compensation program; analyzes associated medical costs and prepares recommendations for improvement.

Analyzes the risk management program to identify, evaluate, reduce, or eliminate risks and liabilities. Provides back-up and support to the Manager – Risk and Liability at Board of Education Meetings, Emergency Response Activities, and other events as assigned.

Supervises the program for reimbursements to employees for lost, damaged or stolen personal property. Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; conducts individual and group trainings of staff as needed.

Provides technical information, expertise, and assistance to the Assistant Superintendent – Business Services regarding risk management issues as required; serves as an advisor to administrators; assists in the formulation and development of recommended policies, procedures, and programs.

Collaborates with other department leadership to plan, organize, and implement long- and short-term programs and activities designed to develop programs and services; ensures full compliance with all State, Federal and local laws and regulations.

Coordinates the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepares annual, monthly and special reports upon request.

Communicates with internal and external administrators, personnel, and outside organizations to effectively coordinate activities and programs, resolve issues and conflicts and exchange information; maintains current knowledge of changes in the field of risk management and proactively incorporates changes as appropriate.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning and organization of risk management operations and activities.

Basic laws relating to Workers' Compensation insurance, health insurance coverage, employer liability and general liability.

Risk management principles and techniques, including accident prevention, safety and loss control, site inspections, insurance regulations, workers' compensation and claims processing and related programs.

Research and analysis techniques.

Applicable laws, codes, regulations, policies and procedures.

Principles, practices and procedures of exposure identification and ergonomics for various work settings.

Supervising the performance of assigned personnel.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and supervise risk management operations and activities.

Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks.

Perform ergonomic evaluations of various worksites.

Perform site inspections to protect assets and minimize loss expenses.

Provides back-up and support to the Manager –

LICENSES AND OTHER REQUIREMENTS: