

Risk Manager

Purpose Statement

The job of Risk Manager is done for the purpose/s of directing loss prevention programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

This job reports to the Director of Operations

Essential Functions

- Analyzes districts' loss control requirements for the purpose of identifying issues, developing processes and/or recommending action plans to enhance individual district programs.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Coordinates and administers school access route plans and hazardous school access routes for the purpose of working with principals, city officials, and parents to address the concerns and provide for safe and reasonable access for students to and from school.
- Creates, files and oversees a wide variety of reports and surveys, (e.g. self-inspection surveys, risk reduction reports, risk control, fire system reports, facility inspections, etc) for the purpose of maintaining compliance and ensuring the safety of Nebo School District facilities are met.
- Facilitates meetings and workshops, etc. (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Implements in-service training programs on health and safety (e.g. hazards, disaster preparedness, etc.) for the purpose of reducing the incidence of accidents and meeting mandated requirements and established guidelines.
- Manages a wide variety of program components for the purpose of ensuring district compliance with established guidelines.
- Manages a wide variety of insurances, (e.g. automobile, liability, Nebo Foundation insurance, ID fraud insurance, etc.) for the purpose of obtaining insurances, creating reports, performing incident investigations and claim filing.
- Manages Nebo School District property reports for the purpose of generating and documenting property value reports, course of construction paperwork, claim filing and vandalism restitution.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees several district programs (e.g. Red Cross, AED program, OSHA training and compliance, special activities, etc) for the purpose of oversight and compliance within various work units and the district in general.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs the duties of Workers Compensation Manager for the purpose of claim investigation, claims adjusting, temporary work and return to work authorization, etc.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing reference materials.
- Recommends claim settlements for the purpose of providing required services to injured parties and efficient utilization of district financial resources.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Researches a variety of topics (e.g. claims trend, laws, regulations, etc.) for the purpose of implementing remedial programs and recommending alternative courses of action to reduce incidents of accidents and claims.
- Responds to safety or environmental concerns for the purpose of investigating and/or recommending remedial actions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: perform advanced math; read technical information; compose a variety of documents and/or facilitate group discussions; and analyze situations fo define issues and draw conclusions.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of significant resources

from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Certificates

Continuing Educ./Training

Clearances

FLSA Status

Approval Date

Salary Range