

**COORDINATOR OF HUMAN RESOURCES AND RISK MANAGEMENT**  
**Certificated Management or Classified Director II**

**DEFINITION**

Under the general direction of the Assistant Superintendent, Human Resources, assists with certificated and classified employment functions of the District in a variety of risk management personnel services matters.

**EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is related or a logical assignment to the job class.

**Risk Management:**

- Directs and evaluates the risk management program of the district, including worker's compensation, liability insurance, property insurance, employee health benefits, student, visitor, and employee safety and security, emergency preparedness, in coordination with Federal and State regulatory agencies
- Performs research in the area of risk management and analyzes data concerning past experience in worker's compensation, liability insurance, property insurance, employee health benefits, safety and security, and related programs for the purposes of determining actions necessary to reduce incidents and cost of such losses
- Meets with employee groups, insurance representatives, and others, to obtain and distribute information relating to loss control
- Processes claims against the district and originates claims on behalf of the District against public and private entities
- Remains current with legislation relating to risk management
- Assists with safety and security policies and procedures that will ensure an improved District environment
- Oversee District safety and health, District benefits and District IAQ meetings
- Coordinates with District Student Services and nurses as it pertains to safety and security
- Assists site administrator with disaster preparedness
- Coordinates with SCV school districts, Sheriff's Department and City of Santa Clarita as required
- Monitors student accident reports and makes recommendations to reduce incidents
- Mans the District Emergency Command Center

**Personnel Services:**

- Supports the District's negotiations team
- Investigates allegations of employee misconduct and complaints
- Supports the District's compliance with the Americans with Disabilities Act; serves as member of the Accommodations Committee
- Assists in the processing of grievances and resolution of employee complaints
- Coordinates the administration of the employee evaluation procedures in alignment with appropriate collective bargaining agreement
- Provides guidance to site/department administrators regarding the evaluation process and documentation of employees under their supervision
- Participates in the development, recommendation of changes and/or additions to the District personnel program in accordance with Board policies and administrative rules and regulations
- Assists in implementation and enforcement of all District policies and administrative regulations related to employees of the District
- Assists in recruitment, selection, appointment, promotion, and salary placement of personnel
- Prepares orientation information/programs for all new staff personnel and participates in orientation meetings.
- Promotes positive employee/employer relations
- Collects data and prepares survey forms as requested by various governmental agencies
- Assumes additional responsibilities, tasks and duties as may be determined by the Assistant Superintendent of Human Resources
- Performs other duties, as assigned

**QUALIFICATIONS GUIDE****Knowledge of:**

- School operations and management
- Risk Management
- Personnel practices
- Supervision
- Education Code, District Policy and Regulations pertaining to personnel procedures and risk management
- California credentialing practices and procedures

**Ability to:**

- Effectively plan and administer the personnel and risk management programs of the District
- Establish and maintain effective working relationships with the staff and the public, to speak and write effectively, and to plan, organize, and supervise the work of others

**WORKING CONDITIONS**

- Light to moderate physical effort
- Frequent standing or walking
- Periodic handling of light weight material
- Rapid paced work
- Moderate to high levels of stress
- Frequent evening meetings
- Frequent driving to District sites
- Primarily indoor office and school environment.

**Minimum Requirements****Minimum Qualifications:**

- Possess a valid California Administrative Credential
- Two years' experience as an Elementary School Assistant Principal or other equivalent educational administration experience
- Meets District standards for physical and mental health

**Desirable Qualifications:**

- Master's Degree and advanced study in the field of elementary education, including the areas of administration, supervision, and curriculum development
- Ability to assist in effecting positive change in staff and programs
- A current Red Cross Standard First Aid Certificate
- Advanced study and/or experience in Human Resources Personnel Administration

**Physical:**

Ability to pass required District physical.

**ESSENTIAL JOB FUNCTIONS:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines

- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to exhibit full range of motion for:
  - shoulder external rotation and internal rotation
  - shoulder abduction and adduction
  - elbow flexion and extension
  - shoulder extension and flexion
  - back lateral flexion
  - hip flexion and extension
  - knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*