

**DIRECTOR OF SAFETY AND RISK MANAGEMENT**  
**Classified Management - Director I Salary Schedule**

**DEFINITION**

Under general direction to plan, organize and direct the District's Risk Management Program, including worker's compensation, liability insurance, property insurance, employee health benefits, as well as student visitor, and employee safety and security programs. This position may require the ability to respond to emergencies after scheduled work hours including nights and weekends.

Directly responsible to the Assistant Superintendent of Business Services.

**EXAMPLES OF DUTIES**

- 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
- Recommends, develops, and implements plans and programs related to the reduction of losses in all District management programs
- 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
- Prepares written analyses and recommended modifications
- Administers the employee health benefits program
- Supervises and coordinates investigations and inspections of District facilities, equipment, practices, and records as they pertain to risk management

- Recommends safety and security policies and procedures that will ensure an improved District environment
- Attend District safety and health, District benefits and District IAQ meetings
- Coordinates with the City of Santa Clarita in regard to risk management issues
- Coordinates with District Student Services and nurses as it pertains to safety and security
- Reviews all District contracts and makes recommendations to reduce risk exposure
- Recommends potential cost reductions in employee benefits programs
- Monitors crossing guard programs
- Coordinates with the administrators on disaster preparedness tests
- Coordinates with Sheriff's Department as required
- Monitors student accident reports and makes recommendations to reduce incidents
- Coordinates with other SCV school districts in emergency preparedness programs
- Mans the District Emergency Command Center

## **QUALIFICATIONS GUIDE**

### **Knowledge of:**

- Employee health benefits
- California Worker's Compensation
- CAL/OSHA standards, requirements, and regulations
- Property and liability insurance
- Safety engineering
- Risk control
- Emergency preparedness
- Ham radio operations desirable
- California Education Code and Law Codes

### **Ability to:**

- To respond to emergencies after scheduled work hours including nights and/or weekends.
- Make recommendations concerning relevant areas of responsibility

- Manage and supervise the risk management functions of the district
- Maintain effective central risk management records and/or systems
- Prepare such reports as the Assistant Superintendent of Business Services may request
- Demonstrate a thorough understanding of policy and regulations
- Demonstrate the capability to understand and put to use the results of related research, the findings of study groups, recommendations of subordinates/committees, and/or directives of the Assistant Superintendent and/or Superintendent
- Produce quality work requiring minimal revision
- Use Macintosh and/or Windows based computer platforms
- Demonstrate professional demeanor, attitude, and conduct across all areas of responsibility and authority
- Effectively organize tasks and assignments for timely completion
- Consistently maintain a satisfactory level of effort and progress relative to duties and responsibility
- Consistently display a positive cooperative attitude
- Adhere to statute, administrative policy, practice and procedure
- Preserve and protect confidentiality and privacy
- Refer all issues not within stated areas of authority to the appropriate authority in a timely manner
- Willingly accept additional assignments within areas of responsibility
- Assume management control and administrative authority as required during emergencies or other circumstances demanding immediate attention and/or informed decision making
- Set an example in professionalism for all employees

**Training and Experience:**

- Graduation from an accredited college or university with a degree in business or public administration with courses in insurance, safety and engineering and risk control
- Possession of a valid California driver's license
- Willingness to pursue Basic Ham Radio Operators License for emergency preparedness
- At least five years experience in the field of risk management
- Continually advance Safety & Risk Management education and certification

**Physical:**

Good physical condition; able 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

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*