CLASS TITLE: RISK MANAGER

BASIC FUNCTION:
Under the direction of the Director, Human Resources, the Risk Manager will plan, develop, coordinate, implement, and evaluate safety activities and programs to prevent losses and to manage existing losses related to safety and risk issues; prevent and limit financial, property, and human losses related to workers' compensation, property, liability, and auto claims; conduct safety inspections and safety training; communicate federal, State, and local laws and regulations to VCOE staff and assure compliance to such laws; communicate with workers’ compensation claims administrators to investigate claims and to manage resolutions.

REPRESENTATIVE DUTIES:
Plan, develop, coordinate, implement, and evaluate safety activities and programs to prevent and reduce losses and to manage occurrences of work-related safety, risk, and illness issues; prevent and limit financial, property, and human losses related to workers' compensation, property, liability, and auto claims. E

Conduct and facilitate safety inspections in conjunction with VCSSFA to ensure compliance with federal, State, and local laws and regulations, as well as best practices. Compile reports of recommendations and violations. Coordinate remediation activities with other departments; Analyze loss history reports from TPA to identify potential loss areas; investigate accidents to determine contributing causes and fault; determine appropriate actions to limit or eliminate risk and safety hazards or causes; recommend whether approve or reject claims. E

Monitor and communicate federal, State and local laws and regulations related to risk management to VCOE staff; develop and recommend safety policies for the VCOE that address potential loss areas and assure compliance with federal, State, and local regulations. E

Develop, coordinate, and conduct face-to-face and online training for VCOE staff regarding physical, chemical, driver, and workplace safety, and related issues; maintain records of such training to limit potential liability. E

Develop, coordinate, and conduct face-to-face and online training for VCOE staff regarding ergonomics, appropriate use of equipment, CPR, infection control, disaster preparedness, stress management, claims reporting procedures, and related issues; maintain records of such training to limit potential liability. E

Develop and communicate the VCOE disaster preparedness program, e.g., mass casualty/ search and rescue trainings, school-site fire drills, and earthquake preparedness events. E

Coordinate and facilitate inspections by various regulatory entities, e.g. Cal-OSHA, Air Pollution Control District; oversee implementation of safe handling, storage, and disposal techniques and

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guidelines for related chemicals and hazardous waste materials; review Material Safety Data Sheet (MSDS) documents to identify potential safety/health hazards; compile reports of recommendations and violations; recommend safe handling, storage, and disposal techniques and guidelines for related chemicals and hazardous waste materials; coordinate remediation activities with other departments (e.g., ROP, facilities) to resolve issues. E

Prepare and maintain a variety of records and reports related to assigned safety responsibilities, including safety inspections, corrected hazards, safety training, and rideshare programs and participation. E

Chair and participate in the VCOE Safety Committee; prepare agendas and minutes for meetings; provide and receive recommendations to improve safety and safety awareness; promote safety awareness and participation by VCOE personnel; communicate and oversee safety credits budget. E

Participate with Joint Powers Agency and Risk Management Committee to develop and coordinate efforts to benefit the VCOE and local school districts; communicate with claims administrators to investigate claims and to manage resolutions; participate in professional organizations, e.g., Public Agency Risk Management Association (PARMA). E

Coordinate special projects with County school districts such as hazardous waste disposal, AHERA training, storm water pollution prevention, and rideshare. E

Facilitate the filing of Workers’ Compensation claims and property and liability loss notices; analyze loss history reports from the JPA’s third part administrator to identify potential loss areas; investigate incidents to determine contributing causes and fault; determine appropriate actions to manager, limit, or eliminate risk and safety hazards or causes; recommend potential resolution to claims. E

Monitor and communicate compliance with American with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA) requirements regarding injured workers; facilitate the reasonable accommodation of such employees; facilitate the identification and monitor the implementation of reasonable accommodations through a legally defensible interactive process including the collaborative identification of essential job functions, barriers to performance of a particular job function, and possible accommodations. E

Maintain current knowledge of laws, codes, and regulations related to reasonable suspicion of workplace use of alcohol and drugs, e.g., US Department of Transportation (DOT) mandated testing rules and regulations. E

Operate a variety of office equipment, including a microcomputer, laptop, typewriter, camera, VCR, noise dosimeter, breath alcohol tester, air pumps; operate a vehicle to investigate sites of potential or existing health, safety and work-related or non-work-related risk issues. E

Perform related duties as assigned. E

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, practices and procedures of safety program organization, implementation, maintenance and evaluation (e.g., Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS));
Applicable federal and State safety, health, and environmental laws, rules, regulations and ordinances such as Title VIII, OSHA and Cal-OSHA requirements;
Worker’s Compensation laws, policies and procedures for filing and managing workers' compensation, property, liability, and auto claims (e.g., SB 863, Utilization Review, and American College of Occupational and Environmental Medicine Guidelines (ACOEM);
Department of Transportation Regulations (DOT) for conducting alcohol testing as set forth in 49 CFR, Part 40;
Methods of risk assessment and analysis;
Risk management exposure identification and loss control principles, strategies, and techniques (e.g., Hazardous Communication);
Initiate, assess and finalize ergonomics evaluations;
Technical procedures, practices, and terminology of risk management;
Accident or incident investigation techniques;
Development and presentation of safety training;
Budget preparation and control;
Interpersonal skills using tact, patience and courtesy;
Record-keeping techniques and legalities related to workers’ compensation accident and safety reporting;
Correct English usage, grammar, spelling, punctuation and vocabulary; and
Modern office practices, procedures and equipment.

ABILITY TO:
Plan, develop, coordinate, implement, and evaluate safety activities and programs to prevent losses and to manage existing losses related to safety and workers’ compensation, and other risk issues;
Prevent and limit financial, property, and human losses related to workers' compensation, property, liability, and auto claims;
Conduct safety inspections and safety training;
Communicate federal, State, and local laws and regulations and assure compliance;
Develop policies, procedures, and training programs;
Read, interpret, explain, and enforce regulations and technical safety and health information.
Prepare and maintain records and reports;
Compile and verify data and prepare reports;
Prepare and deliver oral presentations;
Establish and maintain cooperative and effective working relationships with others;
Plan and organize work;
Analyze situations accurately and adopt an effective course of action; and
Work independently with little direction.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Graduation from High School supplemented by college-level course work in Business, Safety Workers’ Compensation, Risk Management or related field and

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professional job related experience in the development and implementation of safety programs and claims processing. Three years increasingly responsible experience in safety and workers’ compensation. BA degree preferred.

**LICENSES AND OTHER REQUIREMENTS:**
Valid California Driver's license.

**WORKING CONDITIONS:**
**ENVIRONMENT:**
Is subject to inside environmental conditions;
On-site inspections and investigations at industrial sites and sites of safety and injury concerns; and subject to driving to conduct work.

**PHYSICAL ABILITIES:**
Speaking and hearing to conduct inspections and training;
Seeing to observe safety issues;
Lifting up to 20 pounds;
Walking to conduct safety inspections; and
Dexterity of hands and fingers to operate office equipment and automobile.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

**HAZARDS:**
Occasional exposure to chemicals, fumes, gases, and machinery having sharp or moving parts during the performance of safety inspections and accident investigations.