

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: RISK MANAGEMENT ANALYST

BASIC FUNCTION:

Under the direction of the Deputy Superintendent-Administrative Services and as assigned, perform analytical duties in support of the risk management program related to workers' compensation programs, leased/use of facilities, claims adjustment, lawsuits, vandalism, individual/vehicle incident reports, and others related to the assigned office.

REPRESENTATIVE DUTIES:

Advise senior management concerning sensitive issues regarding comprehensive and diversified risk management programs.

Compiles and analyzes data for the development of Board of Education policies and administrative regulations regarding risk insurance programs. **E**

Manage workers' compensation claims and assist in management of property/liability claims; approve referrals by third party administrator for investigation of workers' compensation claims by outside agency; review/investigate vandalism/incident reports to recover losses for property damage/theft caused by the perpetrator(s); set up contracts with parents for monthly payments of restitution; evaluate/investigate vehicle accidents and student injuries for possible claims/lawsuits; send demand letters for payment of District losses to driver of other vehicle; collection and preparation of related reports; reviews accidents involving district employees and students injured while using district equipment or facilities; analyzes the district's claim, loss and accident history and identifies methods to eliminate, minimize or indemnify risks or possible losses. **E**

Reviews and evaluates existing contracts and proposed insurance with the district for insurance contract language; recommends appropriate methods to minimize or eliminate losses or risk in all insurance and risk management programs; maintains liaison with and coordinates insurance program with the district, brokers of record. **E**

Serve as District contact/liaison for workers' compensation claims, leased/use of facilities, property/liability claims/lawsuits, and student/vehicle incidents; approve all permits for use of facilities; defend property/liability lawsuits in Small Claims Court; represent District in Juvenile Court to present documentation for recovery of restitution in vandalism cases; represent District in mediations as directed; attend a variety of meetings and risk management training/workshops to maintain current knowledge of laws, trends, and practices in the areas of risk management; coordinate communication between the Deputy Superintendent-Administrative Services and District personnel, students, educational institutions, legal counsel, vendors, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems. **E**

Serve as committee member as assigned. **E**

Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required. **E**

Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records. **E**

Provide research and investigate information to claim examiners, private investigators, and attorneys; compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions. **E**

Coordinate, compile, and prepare Board agenda materials. **E**

Evaluate situations/incidents presented by administrators and directors, and advise them on correction action; respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations. **E**

Utilize Internet resources to communicate with third party administrators for workers' compensation claims and property/liability programs; operate a computer workstation and microcomputer to maintain records and generate reports, lists and other materials; utilize word processing and other software as required. **E**

Train and provide work direction to departmental clerical support staff; monitor workflow and assure compliance with established timelines and procedures as assigned. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Risk management administration and procedures.

Legal defense techniques for small claims and juvenile courts.

State laws relating to workers' compensation, school district liability, property, health and safety, and other district risks.

Safety statutes and regulations pertaining to school facilities and products used in a school setting.

Insurance principles and practices including claims adjustment techniques

Record-keeping and report writing techniques.

District organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer workstation and a variety of other office equipment including typewriter, calculator, copiers and dictation equipment.

Use of electronic media and Internet resources to communicate with internal and external clients.

ABILITY TO:

Read, interpret, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Analyze complex problems, prescribe remedial interventions, and formulate policies and programs.

Prepare reports by gathering and organizing data from a variety of sources.

Work confidentially with discretion.

Analyze situations accurately and adopt an effective course of action.

Communicate and deal effectively with attorneys, employees and their representatives, members of the public, and insurance carriers both orally and in writing.

Work efficiently with many interruptions.

Plan and organize work.

Meet schedules and time lines.

Maintain a variety of files, records, and logs.

Provide work direction to others as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years college-level course work in one or more business-related fields and three years increasingly responsible experience in an office environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain vehicle insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment; subject to constant interruptions. Constant exposure to both the public and employees with business-related problems such as insurance, use of facilities, etc.

PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, hearing and speaking to exchange information.

ADOPTED: May 1995

Reviewed: January 2000

REVISED: July 2002

REVISED: May 2006