

## **RISK AND LOSS CONTROL MANAGER**

**Reports to:** Self-Insured Program for Employees (SIPE) board of directors and the administrator of Internal Services

**Division:** Administrative Services

### **Our ideal candidate**

You are an innovative professional and team player, with excellent communication skills, and a proven track record of establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are a collaborator, and good with people. Your attitude is that you are there to help. You are an excellent problem-solver, highly responsible, and take ownership of the tasks and responsibilities of the position. You are solutions-oriented and are committed to providing the best service available to the Santa Barbara County Education Office and the school districts it serves.

### **General description**

Provides services to school districts related to safety. This individual is a compliance officer with a focus on helping those they serve, carrying out the day-to-day operation of the safety department and contributing to an effective health, safety, and environment management effort in accordance with current health and safety legislation for member school districts. Further, this individual plans, organizes, and articulates district risk management programs including workers' compensation and liability, with an emphasis on employee and student safety and prevention programs, and assists district safety coordinators.

### **Specific duties and responsibilities**

- Assist in compliance reviews, general risk assessments, and other safety assessments to support Health, Safety and Environment (HSE) management in promoting prevention of employee injuries
- Plan, develop, and recommend policies, regulations, and operational procedures regarding risk management programs
- Interpret, implement, and encourage enforcement of risk management policies and regulations
- Conduct research and develop policies, regulations, and standards; inspect facilities and grounds to evaluate conditions affecting safety and risk management control
- Prepare application HSE reports as necessary
- Collect injury data
- Provide assistance and advise on HSE issues to make recommendations to school districts
- Take part in detailing incident investigations and cause analysis
- Take action on immediate hazards, including decommissioning or condemning certain unsafe equipment and processes, with appropriate notification procedures
- Provide counsel and advice concerning accident prevention, risk reduction, and loss control
- Help in the development and presentation of relevant HSE training
- Observe HSE regulations, wear all required safety equipment, encourage safe working practices, correct obvious hazards immediately or report them to the proper personnel

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- Perform annual safety inspections on request
- Assist with or review all accident investigations; investigate and manage risk management-related claims against districts; serve as liaison with representatives of various insurance carriers
- Record and maintain monthly AED inspection records
- Conduct annual safety training for all maintenance and custodial staff; prepare and present reports and information pertaining to risk management, accident prevention, and historical data concerning district loss experiences
- Advise districts regarding new laws, requirements and safety practices.
- Serve as chairperson to the safety and health committee; serve as advisor to the various district safety committees
- Develop, implement, maintain, and manage necessary budgets to accomplish safety and health committee programs
- Conduct and perform workstation assessments and ergonomic evaluations at the request of school districts, doctors, workers' compensation officials, or employees
- Assist federal and state building and safety inspectors; help districts with recordkeeping of occupational illness, injuries, and safety violations
- Maintain the SIPE website
- Attend workshops and conferences on risk management to keep abreast of current laws, trends, and practices
- Assist district management in coordinating activities in a major emergency and in developing emergency plans as requested
- Provide training in mobile equipment, forklift, booms, backhoes, tractors
- Perform other duties as assigned

### **Requirements**

Education: Equivalent of two years of college preferred, preferably supplemented by other professional courses in risk management

Experience: Four years of progressively responsible experience relating to risk management

### Knowledge and skills:

- Risk management principles, trends, methods, and procedures
- Applicable state and federal laws pertaining to work-related injury, illness leave benefits, and employee health standards
- School district liability and safety
- California Occupational Safety and Health Act (Cal/OSHA) regulations
- Public safety and regulatory agencies
- Educational organization policies, regulations, and standards regarding risk and loss control
- Principles and practices of administration, training, and supervision
- Modern office practices, procedures and equipment, including web design and online documentation
- California Department of Motor Vehicle Code regulations for driving

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### **Abilities**

- Understand and accurately interpret laws, rules, and regulations regarding risk management
- Analyze complex problems, systems, and processes in order to develop effective solutions
- Understand and follow oral and written directions
- Establish and maintain effective working relationships
- Plan and organize work; meet schedules and deadlines
- Maintain records and prepare reports
- Communicate effectively orally and in writing
- Work confidentially and with discretion

### **Licenses and certificates**

Certification in loss control or safety preferred; valid California driver's license, safe driving record, and insurance coverage as required by law

### **Working conditions**

Typical modern office environment, plus driving to a variety of locations countywide in order to conduct outside training, testing, and safety reviews

### **Management salary range 13**

<i>Approved by the Personnel Commission:</i>	Jan. 6, 1988
<i>Revised:</i>	Jan. 19, 2017
<i>Revised:</i>	Feb. 22, 2018