



## DIRECTORIV: RISK MANAGEMENT AND SAFETY

### DEFINITION:

Under general direction of the Assistant Superintendent of Business Services, Director of Risk Management and Safety manages, supervises, and coordinates the District's risk safety, safety and management cable Federal, State, local, and District policies, rules, regulations, and guidelines

- Communicate, guide, and direct internally and externally for the purposes of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development
- Serve as liaison on behalf of the District for the purpose of assuring that program requirements are in the best interest of the District
- Develop and create written materials including statistical information, provider contracts, claim files, and others for the purpose of assuring adequate information dissemination and gathering assure compliance with evidentiary and legal matters, policies, and procedures
- Implement programs for the purpose of providing necessary information as required by law and applicable rules and regulations
- Participates in the selection, training, and evaluation of risk management department employees
- Coordinates and manages district and site safety plans including emergency preparedness response and recovery
- Supervises security services and personnel

### QUALIFICATIONS GUIDE

#### KNOWLEDGE OF:

- Rules and regulations of FMLA, COBRA, Workers' Compensation and Labor Code, OSHA safety practices
- and sections of the California Education Code
- Employee benefit programs
- Management principles, methods, and procedures
- Best practices in school safety
- Emergency preparedness response and recovery

#### ABILITY TO

- Plan, organize and administer the operations and activities of the risk management and safety department
- Make informed and timely decisions related to emergency response
- Train and evaluate technical staff
- Analyze and interpret data

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