



## **RISK MANAGEMENT SPECIALIST**

Classification: Professional-Technical Level 2

Location: District Office

Report to: Executive Director of Human Resources

FLSA: Exempt (Administrative)

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

### **Part I: Position Summary**

Performs a variety of legal support functions and assists Executive Director of Human Resources in the oversight and management of district legal services and risk management processes. Functions include but are not limited to providing support services to general counsel, coordinating risk management actions to include claims processing, incident reports, safety and security analysis, safety and security training/event coordination, recommendations related to safety and security events/district needs and overseeing district records management program.

### **Part II: Supervision and Controls over the Work**

Works independently and under general supervision of Executive Director of Human Resources. Work is controlled by state and federal law and school business operation requirements, policies and procedures. Employee is expected to coordinate, process and analyze a multitude of situations arising under the umbrella of the office of general counsel with limited supervision and guidance.

### **Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

1. Coordinates and manages various risk management activities to include claims processing and incident reporting. Acts as liaison to the Washington State Risk Management Pool to provide claim information, assists in resolving risk management issues, providing data and reporting input to the pool. Serves as initial point of contact for staff and for the public on inquiries regarding risk management and liability and property claims.
2. Reviews, prepares, collects data and provides recommendations on highly sensitive and confidential information regarding student, citizen and volunteer risk and safety issues. Researches risk management and safety issues.
3. Serves as a member on the district safety committee providing data, input, analysis, and recommendations on assigned risk management activities.

4. Coordinates, plans, and facilitates safety and risk management trainings, training materials, safety and loss prevention materials, and reports. Coordinates and completes district safety and security reports and surveys on a recurring basis and implements follow-up as needed. Provides guidance and direction to school and department staff related to risk assessment of activities and best practices.
5. Tracks, maintains, and reports on invoices for legal services. Receives/prepares and submits restitution payments to the county for monies due the district.
6. Reviews and implements district policies and procedures relating to assigned service operations. Seeks guidance of the general counsel in precedent or unusual situations.
7. Coordinates records retention program and requirements with schools and departments. Maintains knowledge of state archivist retention requirements and applies the knowledge to advise district staff on retention and disposition of records. Conducts site visits to support records organization, training, and destruction. Analyzes changes to records retention protocols and makes recommendations. Creates and maintains training materials for records retention, collaborates with schools and departments to provide ongoing training.
8. Supports general counsel by assisting with OSPI transfer appeal hearings, advising general counsel about situations or potential problems that may lead to litigation, providing follow-up as directed and conducting investigations and coordinating payments of property claims.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications**

1. Must have experience working or interactions successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate's degree or equivalent in risk management, legal support, business or other related field.
3. Minimum of three years of substantive experience working in risk management, legal support, safety, insurance or a business-related field.
4. Strong understanding of "customer-centered" support and the ability to establish effective working relationships at all levels of the organization.
5. Ability to maintain a high level of discretion and confidentiality regarding student, family, district, community and employee information.
6. Strong organizational skills and ability to prioritize and meet deadlines.

7. Ability to work independently, exercise judgment, strong interpersonal skills, and collaborate as an effective team member.
8. Ability to effectively communicate and interact with the students, parents, district, community, public or employees who may be emotionally upset, demanding, or angry.
9. Ability to effectively communicate in person, in writing, and over the telephone. Includes ability to develop and deliver written reports and presentations on a variety of data.
10. Ability to work effectively in an environment that can be subject to numerous interruptions and shifting priorities
11. A high level of attention to and management of detail information.

**Part V: Desired Qualifications**

1. Bachelor's degree in human resource management, legal support, or other related fields.
2. Knowledge of and training in school district risk management systems and state document retention guidelines.

**Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak.

Employee is required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.