

<b>Job Title:</b>	Director Risk Management	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Chief Financial Officer	<b>Pay Grade:</b>	108
<b>Dept/School:</b>	Risk Management	<b>Date Revised:</b>	December 5, 2022

**Primary Purpose**

Administration and financial responsibility of approximately \$8.2 million in the Workers' Compensation programs, approximately \$2 million in the Insurance and Bonding programs, and approximately \$500,000 in the Third-Party Administrator and Cost Containment programs. Administration of all Safety Programs and compliance with the Division of Workers' Compensation (DWC) rules.

**Qualifications****Education/Certification**

Bachelor's Degree

**Special Knowledge/Skills**

- Knowledge of contract law, tort law, motor vehicle law and workers' compensation law
- Knowledge of ergonomic principles, air and water quality
- Knowledge of workers' compensation regulations
- Ability to understand and interpret rules and regulations
- Ability to analyze and make recommendations on safety issues resulting from workers' compensation claims
- Ability to establish and maintain effective working relationships with actuaries and auditors
- Ability to draft or review policies and procedures related to the efficient administration of programs
- Excellent organization, communication, public relations, and interpersonal skills

**Experience**

Five (5) years experience in safety/insurance/workers' compensation management

Three (3) years experience in a school administrative position

Three (3) years experience with a comprehensive safety/insurance/workers' compensation program of a large employer of over 3000 employees

**Major Responsibilities and Duties**

1. Direct and manage the District's Workers' Compensation Programs.
2. Responsible for compiling, maintaining, and filing all reports, records, and documents within the deadlines required by the State of Texas.
3. Supervise the activities of the Workers' Compensation Program, Third Party Administrator, Cost Containment Administrator, and acts as a liaison with the departments, to include conducting seminars and reviews aimed at reducing injury frequencies and high-cost allocations.
4. Responsible for the administration of the Division of Workers' Compensation (DWC) rules and Accident Prevention Plan (APP). The APP includes the following components:
  - Authority and Accountability Component – Responsible for the overall implementation of the APP and providing resources and guidance for the development and implementation of the safety programs.
  - Recordkeeping Component – Responsible for the implementation of an effective recordkeeping program, which is essential for compliance with the APP.
  - Analysis Component – Responsible for a quarterly analysis to identify recurring accidents resulting in or potentially involving, injury, illness, or property damage.
  - Safety and Health Training Component – Responsible for the implementation of an effective training program to all employees at all levels of the organization.
  - Safety Audit / Inspection Component – Responsible for the implementation of an effective program to identify, correct and control hazards in the workplace.

- Accident Investigation Component – Responsible for the implementation of an effective program to investigate work-related accidents involving employees or property to develop preventative measures and implement corrective actions.
  - Annual Review and Revision Component – Responsible for the implementation of an effective program to reemphasize or restructure the APP to perform at the optimum effectiveness.
5. Administration of the Insurance and Bonding Programs, preparing Request for Proposals, analyzing the proposals, negotiations, selection of insurance companies and presentation for approval to the Board. The Insurance and Bonding Program includes the following:
    - Comprehensive Property Insurance Policy to provide financial protection for approximately \$1 Billion in District Property.
    - Automobile Policy Insurance Policy to provide tort liability protection for the District regarding the use of vehicles.
    - Inland Marine Insurance Policy to provide tort liability protection for the District regarding the use of mobile equipment, trailers, and maintenance equipment.
    - Educator Legal Liability, Errors & Omissions Insurance Policy to provide legal protection to the Board, Superintendent, Directors, and Educators while in course and scope of employment.
    - General Liability Insurance Policy to provide protection from third party litigation.
    - Commercial Crime Policy to provide financial protection to the District for crimes committed by the employees of the District.
    - Peace Officer Bonds for financial surety on each District Police Officer.
    - Law Enforcement Liability Insurance Policy to provide legal protection to the Police Officers while in course and scope of employment.
    - Storage Tank System Third Party Liability and Cleanup Insurance Policy to meet the State of Texas requirements under the TNRCC Underground Storage Tank Laws.
    - Blanket Building and Construction Bond to enable the District Maintenance Department to obtain building permits from the City of El Paso.
    - Blanket Student Accident Insurance Policy, Catastrophic Medical and Catastrophic Cash Benefit Insurance Policy to provide students with coverage for athletic activities, ROTC activities, school to work activities, and field trip activities.
    - Student Malpractice Blanket Liability to provide third party liability coverage for students involved in medical programs.
  6. Analyze and classify risks, measure financial effect of risks on the district, and evaluate new Risk Management concepts.
  7. Ensure that the Risk Management operations are supportive of the instructional goals of the district.
  8. Communicate with professionals and agencies providing services.
  9. Prepare reports, maintain data for actuarial reports and reports required by law.
  10. Update and maintain policies and procedures as necessary.
  11. Plan, assign and review the work of subordinate personnel and evaluate their performance.
  12. Participate in professional organizations and take the initiative to provide leadership in the district.
  13. Maintain confidentiality when working with sensitive materials and/or employee file.
  14. Perform other duties as assigned by supervisor.

### **Supervisory Responsibilities**

Directly supervise and evaluate the performance of the Safety Officers, Workers' Compensation Coordinator, and Workers' Compensation Clerk. Indirectly supervise and evaluate the performance of a Workers' Compensation Claims Manager, Claims Supervisor, Claims Adjusters, Claims Clerks, Cost Containment Manager, and a Cost Containment Coordinator.

### **Physical and Mental Job Requirements**

#### **Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

### **Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.