

ARLINGTON INDEPENDENT SCHOOL DISTRICT

JOB TITLE:	Director of Risk Management	WAGE/HOUR:	Exempt
REPORTS TO:	Executive Director of Financial Services	PAY GRADE:	AP08
DEPARTMENT:	Financial Services	DAYS:	243 Days

ROLE AND PURPOSE: Plan, direct and coordinate insurance programs of the district to control risks and losses. Analyze and classify risks and measure financial effect of risks on district.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree in business or public administration with accounting, insurance or risk management emphasis (preferred)
- Professional designation of Associate of Risk Management (ARM) or Certified Property Casualty Underwriter (CPCU) (preferred)

Experience:

- Five years experience in risk management, insurance, or closely related field

SPECIAL KNOWLEDGE AND SKILLS:

- Knowledge of risk management program development
- Knowledge of Texas workers' compensation laws
- Ability to manage budget and personnel
- Ability to coordinate district risk management function
- Ability to interpret policy, procedures and data
- Strong organization, communication and interpersonal skills

MAJOR RESPONSIBILITIES AND DUTIES:

Risk Management:

- Direct and manage the district's risk management and loss control programs
- Direct workers' compensation and property and casualty insurance negotiations; make sound recommendations for selection of insurance brokers and carriers
- Identify and analyze areas of potential risk to district assets and develop plans to mitigate identified risks
- Work with brokers, insurers, service providers and district personnel on the design, implementation and monitoring of safety, loss prevention and claims administration programs for the district
- Manage claims reporting, administration, negotiations, payment, and employee investigations
- Review and respond to all workers' compensation claims, serve as district representative for Texas Workers' Compensation commission hearings
- Coordinate the compilation of data necessary for audits, evaluations and renewals
- Assist district personnel and legal counsel in all matters regarding insurance provisions included in bid invitations, contracts, and facility rentals
- Act as a liaison to legal counsel, as necessary, on matters involving contracts
- Act as a liaison to the Personnel Department for unemployment and workers' compensation claims
- Coordinate safety programs for district personnel

Policy, Reports and Law:

- Monitor and review periodic claims and reports and provide trend analysis for all lines of insurance coverage
- Track all property and liability claims, including claims paid, reserves, number of claims and cost per claim and prepare an annual report summarizing this data
- Track workers' compensation claims experience, including the number of claims, total incurred, cost per claim and reserves and prepare an annual report summarizing this data
- Implement the policies established by federal and state law, State Board of Education rule and local board policy in area of risk management
- Compile, maintain and file all physical and computerized reports, records, and other documents required for risk management
- Recommend sound policies to improve program

Budget:

- Provide advice to upper management concerning loss exposure and accompanying risk regarding assets and employees. Recommend strategies to reduce these risks and loss exposures and their related costs

- Monitor insurance program budgets and ensure that programs are cost-effective and funds are managed prudently
- Assist with compiling budgets and cost estimates based on documented program needs

Personnel Management:

- Prepare, review and revise job descriptions in risk management department
- Develop training options and/or improvement plans to ensure exemplary risk management operations
- Evaluate job performance of employees to ensure effectiveness
- Make sound recommendations relative to personnel placement, transfer, retention and dismissal

Supervisory Responsibilities:

- Supervise and evaluate the performance of those who report to you

Working conditions:

- Maintain emotional control under stress
- Occasional district travel

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 by _____

Date _____

Reviewed by Jola Khan _____

Date 9/21/2021 _____

Received by _____

Date _____

UPDATED: 10/14/2021