

ARLINGTON INDEPENDENT SCHOOL DISTRICT

JOB TITLE: Safety Manager, Risk Management

WAGE/HOUR: Exempt

REPORTS TO: Director – Risk Management

PAY GRADE: ADMIN 4

DEPARTMENT: Human Resources

DAYS: 243 Days

ROLE AND PURPOSE:

Develops Risk Management tools, practices, and policies to analyze and report risks, and to manage risks according to risk management framework. Accountable for achieving strategic objectives, implementing effective hazard risk management for the AISD and supervising, leading and/or directing key risk stakeholders. Owns the process of measuring and managing insurable or hazard risks, developing reports and plans, and analyzing risk/insurance problems and defining and/or overseeing the implementation of the risk solutions that help optimize operations. This position is responsible for establishing, maintaining, and managing relationships with external and internal customers, partners and service providers.

QUALIFICATIONS:

Education/Certification:

- Bachelor’s Degree in Science, Biology, Industrial Safety, Industrial Hygiene, Kinesiology, Environmental Health or equivalent
- Master’s Degree from accredited institution preferred

Experience:

- Two – five years’ supervisory experience administering Health and safety related programs.
- In depth knowledge of local, state, and federal regulations relating to Occupational Health and Safety or closely related field.
- Two years of experience in working with Emergency preparedness and public health emergencies preferred.

Language Proficiency:

- English and Spanish.

Other Specifications:

- Master’s Degree in related field is desirable
- Considerable knowledge of health and safety procedures and practices, of the tools used in industrial hygiene studies and the techniques of gathering technical information on health hazards.
- Considerable knowledge of OSHA labor standards, State, Federal and Local laws, and regulations related to the job.
- Working knowledge of computers, and ability to work with and integrate new software
- Ability to interpret laws and regulations and convince others to see the value in applying them to work situations.
- Ability to perform comprehensive investigations, analyze findings and determine cause.

- Excellent Investigation experience, oral and written communication skills.
- Excellent human relations skills.
- Specialized certifications are desirable.

Working Conditions: Office and field with some exposure to hazardous materials

MAJOR RESPONSIBILITIES AND DUTIES:

(Including, but not limited to the following)

- Evaluate and present options to streamline the operational processes by working with all AISD departments.
- Assist in the development and maintenance of strategic Key Performance Indicators (KPI) and measurement tools for risk management and other internal stakeholders.
- Assist in the preparation of annual renewal applications and updating of underwriting information for all insurance coverages (including but not limited to automobile liability, workers compensation and general liability).
- Train and support AISD supervisors and staff on program requirements and claims reporting guidelines. Track financial performance of the program and make recommendations annually for program improvements.
- Assist in the design and develop of actionable reports to identify, track, and highlight performance to goal, loss trends.
- Develop top quality analytics and presentations for Senior Management, and other stakeholders.
- Assist in the selection, design, and management of the Risk Management Information System; assist with system integrations. Maintain compliance with HIPPA requirements and oversee database security limiting availability of information to appropriate users.
- Manage, coach, direct, mentor and develop direct reports.
- Assist in developing comprehensive district safety programs and work with principals, administrators, directors, and other supervisors to ensure ongoing implementation.
- Assist with coordinating the monthly/quarterly Safety & Risk Management Committee (SRMC) and provide/coordinate safety training for all departments as needed.
- Conducts safety meetings, audits, and inspections to ensure compliance, evaluate performance, identify corrective action, and implement follow up assessments.
- Plans implement preventative measures to reduce injuries and incidents, and coordinate safety, and compliance training programs.
- Coordinate, plan, implement, and manage comprehensive health & safety programs in AISD premises.
- Conducts scheduled and unscheduled inspections of AISD facilities and locations to ensure compliance with applicable codes, regulations, and guidelines.
- Observes work in progress, to ensure that proper safety equipment is worn, and procedures are followed.
- Notifies management of violations of safety regulations and codes; makes recommendations for corrective actions and ensures that violations have been corrected in a timely manner.

- Work cooperatively with principals, directors, administrators, and supervisors to correct critical deficiencies and recommend proper safety equipment, procedures, and training needed to provide a hazard-free workplace.
- Provides guidance on health and safety related topics, and local, state, and federal guidelines and regulations.
- Lead and Investigate incidents/accidents involving employees and students. Work with departments to conduct root cause analysis (RCA) and develop and implement corrective action according to district procedures.
- Manage planning, implementation and training for district staff and safety committees on safety topics to provide a hazard-free workplace.
- Assist in the AISD's emergency disaster response when requested.
- Consult with TPAs and other agencies and educational institutions regarding Health and safety challenges and issues affecting the District.
- Assist with the collection, analysis and maintenance of accident and injury statistics on District employees through the claims database and develop business analytics.
- Aid in the development of requests for proposals (RFP) and/or bids for property and casualty insurance coverage (e.g., property, automobile and general liability, workers' compensation, commercial, crime, Equipment, excess liability, Terrorism, pollutions, etc.).
- Coordinate property and casualty insurance contract renewal processes, including obtaining, revising and/or updating underwriting data (property values), financials, compiling data and ensure that the values are maintained and current.
- Maintains insurance portfolio. Assist with the submittal of property and casualty claims (liability, property, bodily injury, etc.) to the District's insurance carriers. Works collaboratively with all stakeholders to resolve claims
- Develop, prepare and/or maintain various reports, spreadsheets, presentations, and records; maintain all Risk Management department's records and ensure compliance with data privacy act and records retention as required by statute and AISD policies.
- Ensures documentation of department contracts and policies are accurately maintained.
- Assist in the preparation of various risk management statistical claim/analytical reports.
- Provide policy development and recommendations and assist the Director with various functions.
- Oversee the Drivers Alert, and ergonomic assessment program for District employees, including individual consultations.

I. **MANAGEMENT**

- A. Assist in the development, evaluation, revision, and alignment of strategic goals of Risk Management in reducing the total number injuries and motor vehicle accidents.
- B. Support the development and implementation of Health and Safety programs
- C. Work in partnership with all departments to implement the necessary changes needed to implement the "safety culture"

II. **ORGANIZATION CLIMATE**

- A. Provides organizational support for staff assigned.
- B. Recognizes exceptional efforts and unique characteristics of staff.
- C. Involves all departments in establishing a supportive environment which promotes trust, partnership, teamwork, open communication, and collaboration.

III. **ORGANIZATIONAL IMPROVEMENT**

- A. Meets with the director on a weekly basis.
- B. Assists the director in identifying and improving the effectiveness of Risk Management procedures and processes throughout the district.
- C. Assists and encourages staff to evaluate and improve the financial efficiency and effectiveness of the Occupational Health and Safety Program procedures and activities on all departments.
- D. Assists the director in activities and compliance monitoring related to State and Federal laws.

IV. **ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT**

- A. Research grant opportunities for safety related programs.
- B. Attends department meetings and communicates district focus, concerns, and policies to all “need to know staff” on a timely basis.
- C. Remains informed of all federal and state guidelines governing Occupational health and Safety.

V. **PROFESSIONAL GROWTH AND DEVELOPMENT**

- A. Assumes responsibility for own professional growth and development; for keeping current with the rules and regulations, literature, new research findings, and improved techniques in Risk Management.
- B. Assumes responsibility for the identification of professional growth needs.
- C. Exhibits flexibility in performance of assigned duties.
- D. Manage time wisely and effectively.
- E. Seeks feedback of job performance from all department’s staff and peers.

VI. **MISCELLANEOUS**

- A. Demonstrate a willingness to examine and implement change, as appropriate.
 - B. Performs other duties as may be assigned by the Director of Risk Management
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