

EAST BAY REGIONAL PARK DISTRICT

RISK AND SAFETY MANAGER

GENERAL FUNCTION

Under direction from District Counsel, to administer the District's risk management, loss control, safety, insurance and self-insurance, workers' compensation and unemployment claims programs; and to do special projects as assigned.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to:

1. Administers the District Risk Management Loss Control program by identifying major areas of risk, evaluating alternative methods of mitigating risk, recommending appropriate levels of insurance coverage, marketing the District's insurance program, assigning and monitoring claims and managing the District's self-insurance program.
2. Administers the District's safety program by reviewing work practices and making recommendations to ensure compliance with safety standards, laws and ordinances, as well as safe work techniques.
3. Monitors primary loss areas for the District property damage claims, public liability claims, workers' compensation claims, unemployment claims and other claims including reviewing and investigating incident reports and claims, and conducting safety audits.
4. Plans and implements loss prevention programs including inspections of facilities, safety training, OSHA compliance, and providing leadership to the District's safety committee and accident review board.
5. Coordinates, administers, and directs the litigation case load under direction of District Counsel regarding various litigation activities; coordinates with attorneys to provide research and recommendations for legal issues relative to the operation of the District.
6. Administers insurance coverage including negotiating with brokers, planning and implementing self-insurance programs, and evaluating the cost-benefit of available financial options.
7. Supervises professional and clerical staff, and the District's outside workers' compensation administrator, in support of these programs.
8. Manages budget for departmental expenses and loss funding.

OTHER FUNCTIONS & DUTIES

Other functions and duties related to this position may include: provides information to District personnel regarding changes in laws and regulations related to safety issues; attends meetings of the District Board, District staff and such additional committee meetings, conferences, and hearings as necessary; confers with regulatory officials, the public and representatives of other agencies; prepares and manages department's budget; gathers, reviews and evaluates data and prepares a variety of periodic and special reports; performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education Graduation from a four year college or university; and

Experience At least five years of recent successful, professional and technical experience in risk administration, including at least one year in a supervisory position. (Two additional years of experience in risk administration may substitute for the one year of supervisory experience.)

Equivalent Combination of education and experience.

License Position requires a valid California driver's license as a condition of initial and continued employment in this classification.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, practices and methods of comprehensive risk management including loss prevention and control and the financing and insuring of risk. General knowledge or the ability to quickly learn, relevant computer applications, Ability to analyze complex cost-and-benefit data and devise solutions. Effectively communicate orally and in writing; prepare clear, concise and complete reports; and the ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

REPORTS TO: District Counsel