

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

DIRECTOR II - RISK MANAGEMENT

Reference Code: A029

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 43 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions as the responsible administrator for providing direction for all risk management activities, including placing insurance, implementing loss control strategies, managing liability, property, and workers compensation claims, and other risk management activities to protect assets and minimize loss expenses of the District. This position is directly responsible to the Chief Financial Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Identify risk exposures by constant monitoring of programs and physical conditions, responding to requests for technical assistance, and reviewing claims trends.
2. Determine best strategy to control risk by predicting potential loss.
3. Direct staff, assuring effective procedures and productivity, by constant interaction and implementation of improved methods.
4. Place excess insurance, evaluate proposals, negotiate premium costs, and coordinate assistance by insurance companies.
5. Evaluate claims and approve and/or recommend settlement options based on laws and investigative results.
6. Evaluate internal risk management procedures and determine ways to improve.
7. Respond to safety/loss control needs of schools and administrative units.
8. Negotiate contracts with vendors.
9. Prepare, monitor, and amend budget, as necessary.
10. Provide technical and management expertise regarding risk analysis and risk control, claims management, and loss financing.
11. Oversee and participate in internal and external claims, administration, and litigation support activities.
12. Plan and coordinate risk control and loss prevention activities and develop policies and procedures related to risk control.
13. Monitor and liaison with third party claim administrators, insurance company representatives/consultants, health care providers, and other providers of risk management services.
14. Oversee self-insured, cost-of-risk accounting activities in accordance with governmental standards and provide and maintain catastrophic/excess insurance to assure long-term financial stability.
15. Represent the Clark County School District in any legislative capacity relating to insurance or self-insurance.
16. Monitor benefit accounting activities for various welfare benefit plans and payroll deduction programs.
17. Maintain, update, and apply knowledge of tort laws, insurance terminology, claims management procedures, industrial insurance laws, risk management methods of identifying risks, claims management timelines, federal and state regulations (Occupational Safety & Health Administration (OSHA), privacy, building codes, etc.)
18. Maintain, update, and apply knowledge of claims investigation scope, insurance policy provisions, risk management methods for treating risk, claims evaluating skills, legal procedures, and District policies and procedures.
19. Perform other duties related to the position, as assigned.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in finance, risk management, or related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Satisfactory service in a corresponding or related position and have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.