

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED MAY 2012  
SALARY SCHEDULE: # 21  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**DIRECTOR II – RISK MANAGEMENT SERVICES  
KERN COUNTY SUPERINTENDENT OF SCHOOLS (KCSOS)**

**DEFINITION**

Under the supervision and evaluation from the Assistant Superintendent – Support Services plan organize, and administer a program of comprehensive risk management and loss control for KCSOS;

analyze, develop and recommend risk management procedures and programs;

assist the human resources department in managing the Workers' Compensation program, liability, occupational and industrial safety, absence and disability management program, and other related programs and activities;

work with KCSOS staff, technical experts, and processes to institute an effective sustainable emergency preparedness plan;

work with all strategic partners and attend state and county emergency preparedness meetings, drills, training as directed.

**EXAMPLES OF DUTIES**

Study and analyze the degree of exposure the Kern County Superintendent of Schools (KCSOS) has to various types of casualties;

work with the human resources department to develop, implement, and oversee procedures to minimize liability and workers' compensation losses;

serve as a resource person to administration regarding a wide variety of issues pertaining to risk management and loss control activities;

stay abreast of new trends and innovations in the field of risk management;

maintain databases for collecting and analyzing claims activity information for use in projecting frequency and severity of losses;

keep immediate supervisor and designated others fully and accurately informed with respect to risk management activities;

administer preventive maintenance/risk management programs;

understand and accurately interpret state and federal safety and health related regulations;

perform risk management and safety training for KCSOS;

understand and accurately interpret the California Education Code;

advise human resources with respect to, and/or facilitate, fitness for duty evaluations;

provide consultation services to KCSOS regarding disability discrimination obligations pursuant to FEHA and ADA;

conduct job task analysis for the purpose of quantifying essential job functions;

develop training curriculum relating to various safety and loss control issues;

conduct training for member administrators, and staff;

assist emergency response teams as necessary and appropriate to determine exposure hazards, facility stability, occupancy hazards, etc.;

advise KCSOS regarding 'best practices' for reducing worker injuries, and implementing safety programs;

access all current KCSOS emergency procedures and work toward the implementation of those plans, people and supplies into the plan;

coordinate bloodborne pathogen, air quality control, and emergency response programs;

conduct job hazard analysis;

develop compliance programs;

other duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Advanced knowledge of Risk Management and claims/incident investigations;

considerable knowledge of principles and practices of the public sector Risk Management;

knowledge of the methods and practices of loss trending, risk transfer, risk financing, risk control, risk assessment and analysis, and sound risk management principles;

### Ability to:

Ability to work independently, display creativity, exercise sound judgment, and demonstrate initiative;

possess written and oral communication skills;

read, analyze, and interpret complex documents;

define problems, collect data, establish facts, and draw valid conclusions.

### Experience:

Four (4) years of experience in safety, environmental, and/or risk management field.

### Education:

A minimum of a Bachelor's degree in occupational safety and health, safety engineering, risk management or related field required.

Certification in safety and/or risk management desired.

### Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

11/6/15

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