

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED FEBRUARY 2010**  
**RANGE: SCHEDULE #21**  
**CLASSIFIED MANAGEMENT**  
**CODE: 2, 3, 8**

**DIRECTOR II – PROPERTY AND LIABILITY, STUDENT INSURANCE**

**DEFINITION**

Under direction of the Division Chief Executive Officer, perform and manage a variety of functions regarding the Property and Liability, and Student Insurance Programs, including program orientation, claims processing and investigation, benefit determination and adjudication, and other related matters.

**EXAMPLES OF DUTIES**

Provide leadership in property and liability, and student insurance by continuing to stay abreast of current insurance trends, developments and programs;

Manage the performance of assigned staff, including conducting performance evaluations

assist staff members and administrators in developing and improving appropriate insurance products and related activities;

coordinate and conduct professional inservices, workshops, seminars and conferences to improve property and liability, and student insurance awareness;

work with staff members, property and liability, student insurance, and Business Partners in developing benefits in the various fields of property and liability and student insurance;

represent Self-Insured Schools of California (SISC) member districts at the Board and other professional meetings;

work with professional and community committees, organizations, institutions and other agencies at the local, state and national levels to promote improved property and liability, and student insurance;

provide leadership in property and liability, student insurance benefits development by attending workshops and conferences to keep abreast of current research and trends in the delivery of property and liability, and student insurance benefits;

supervise staff members in their work with Business Partners and SISC member districts;

provide inservice opportunities for staff members to help them become knowledgeable of recent legislation and research developments at local, state and national levels;

assist staff members in providing quality inservice workshops that balance theory with practical applications;

provide leadership, as evidenced by managerial skills, of a group of professional adjusters, claims examiners and a secretarial staff;

assist in the investigation of claims/losses within JPA Self-insured Retention (SIR);

develop and maintain departmental procedures and guidelines;

help evaluate and settle cases;

participate in voluntary/mandatory settlement conferences and alternative dispute resolutions;

report to and obtain SISC Board approval on cases exceeding field file authority;

have a familiarity of legal principles, and the legal community;

maintain liaison with excess insurers;

assist in identifying and pursuing recovery;

willingness to stay abreast of current trends, innovations and practices in property and liability, and student insurance benefits;

a wide range of group process skills.

## **QUALIFICATIONS**

### Knowledge of:

Principles, trends, methods and procedures pertaining to the field of property and liability insurance;

all coverages peculiar to public educational agencies including, but not limited to general liability, property, auto, crime, boiler and machinery, etc.;

state and federal regulations and code sections applicable to public educational agencies including, but not limited to California Government Code, Educational Code, Labor Code, Vehicle Code, Code of Civil Procedure, etc.;

claims software systems;

insurance markets and pricing;

risk management principles;

certificates of insurance, indemnification agreements;

Civil Rights Violations;

ADA issues;

construction, builders risk and course of construction risks, coverages, etc.;

school bus transportation issues.

### Ability to:

Serve as a leader in developing, promoting and improving property and liability, and student insurance coverages and practices;

provide leadership in committees, workshops, and various types of group meetings;

establish an appropriate working relationship and rapport with member district personnel and Business Partners;

articulate ideas and information effectively to others;

effectively communicate appropriate information to peers, staff members and the public;

structure, organize and systematize the Department of Property and Liability, and Student Insurance as needed;

quickly analyze situations and make appropriate decisions that work toward the goal of improving property and liability, and student insurance;

become a change agent;

work with diverse individuals and groups;

continue to grow as a skillful manager.

Experience:

A minimum of five (5) years of management experience in property and liability insurance or in education with extensive responsibility for property and liability administration.

Education:

Must hold a Bachelor's Degree from an accredited college or university.

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 has a probationary period of one year.

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