

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2025
SALARY SCHEDULE: #26
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 3, 8**

**PROGRAM COORDINATOR – SELF-INSURED SCHOOLS OF CALIFORNIA (SISC)
PROPERTY & LIABILITY**

DEFINITION

Under general direction, perform and assist with the management and oversight of a variety of functions regarding Property & Liability, Student Insurance and Safety & Loss.

EXAMPLES OF DUTIES

Assist with the oversight and evaluation of employees within Property & Liability including, but not limited to adjusters, examiners and safety & loss control specialists;

supervise and manage the performance of assigned staff;

oversee and report on the status of all open claims, open claim reserves, open claims in litigation, and caseloads of staff;

maintain current agreements with panel defense counsel to reflect billing rates and standards for the handling of litigated claims within the Property & Liability program;

oversee claim and loss investigations by claims staff including the assessment of damages related to property, general liability and auto liability claims;

ensure that proper timelines are adhered to related to the handling of claims;

attend required settlement conferences in Federal, Superior and Municipal courts throughout the State of California;

supervise the development, discovery, and investigation of litigated cases;

participate when necessary in direct settlement negotiations with third party claimants and attorneys;

supervise the development of indemnity, legal and expense reserves;

supervise subrogation and recovery efforts by assigned staff;

supervise and oversee the training of assigned staff;

provide advice to district personnel related to coverage and regulatory concerns;

assign new claims to staff for investigation;

review incoming correspondence related to litigation prior to assignment to staff;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Procedures, methods and techniques pertaining to the operation of a self-insured Property & Liability program;

self-insurance agreement and excess re-insurance and insurance policies;

the fundamentals of the Government Code and other codes relating to the adjustment and processing of claims within the Property & Liability program;

claim statutes, claim/loss processing and adjustment procedures;

English usage, spelling, grammar and punctuation;

office procedures, methods, and technology including databases, software, and processing systems.

Ability to:

Recognize changing demands and shift priorities of one's own work as well as the work of staff as circumstances dictate;

communicate effectively with others both orally and in writing;

understand and carry out oral and written directions;

impact decisions within and outside the organization;

perform arithmetical calculations with speed and accuracy;

monitor, update, or enhance business and work processes;

train, supervise, and evaluate assigned staff;

develop and maintain professional relationships with staff, districts, and stakeholders;

drive to client districts in California.

Experience:

Five (5) years of progressively responsible claims adjusting experience including analysis, reserving, negotiating, and handling all aspects of multi-line claims related to auto liability, general liability and property coverages.

Education:

Graduation from an accredited college or university with a Bachelor's degree.

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.

CP: rn

4/4/2025

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Formerly Coordinator II – Property & Liability (SISC) 2024