

INSURANCE MANAGER

DEFINITION

Oversees the day-to-day operations of all areas in the Risk Finance and Insurance Branch, including insurance, self-insurance, and claims programs.

TYPICAL DUTIES

Manages the day-to-day activities of the Insurance staff which administers the following programs:

District Property and Liability Insurance Coverage, District Self-Insurance Program, Owner Controlled Insurance Program, Special Events Liability Insurance Coverage, Contract Insurance Compliance, Student Accident Insurance Program, Charter School Insurance Compliance, Employee Reimbursement Program, Restitution, Liability Claims, and the Equipment Replacement Fund.

Assists the administration in developing and implementing branch policy and procedure changes. Interfaces with vendors and contractors to ensure compliance with insurance requirement standards.

Reviews and makes recommendations on policy renewals, claims, and issuance of certificates of insurance.

Participates in insurance negotiations, selections of brokers and carriers, and placement of insurance.

Reviews, participates, and makes recommendations to authorize payments for complex claims.

Manages staff engaged in claims program development and is responsible for obtaining timely and accurate performance indicators.

Evaluates and recommends approval of claims, payments, designated expenditures, and recovery forfeitures, as needed.

Assists the administration in tracking key performance indicators for staff engaged in claims program development.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Insurance Manager manages the day-to-day operations of the Insurance Branch, including insurance, self-insurance, and claims programs.

The Deputy Chief Risk Officer assists in the administration of the Risk Management Division, participates in the planning and organizing of Division functions, and acts as the Chief Risk Officer as required.

A Claims Coordinator manages the activities and employees of a workers' compensation, disability management, or liability program.

SUPERVISION

General direction is received from the Chief Risk Officer or Deputy Chief Risk Officer. General supervision is exercised over professional, technical, and clerical insurance support staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles of insurance administration
Applicable local, state, and federal laws, rules, and regulations pertaining to insurance
Program planning and evaluation
Basic principles of contract law, public purchasing, research, cost analyses, and control, budgeting accounting, and merit-system personnel administration
Principles of supervision and training
Merit system and related provisions of the California Education Code Laws and laws and procedures pertaining to the Public Employees Retirement System, rules, regulations, policies, procedures, and collective bargaining agreements pertaining to the classified employees of the District.

Ability to:

Manage and evaluate the work of subordinate personnel
Create, develop, and manage a high-performance team
Establish and maintain effective working relationships
Implement policies, goals, and objectives
Prepare reports involving summaries and analyses of information and the justification of controversial recommendations or findings
Communicated effectively both orally and in writing
Interact with public and private sector functionaries to carry out the District insurance programs
Work well under the pressure of multiple priorities and short deadlines
Effectively negotiate with vendors
Maintain confidentiality

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, or a related field.

Experience:

Four years of experience in insurance program management responsible for claims administration, policy development, risk analysis, or insurance procurement and vendor management. At least two years of the aforementioned experience must be at the supervisory level. Experience in negotiation and contract management is preferable.

Special:

Possession of certification as an Associate of Risk Management (ARM), Associate in Risk Management- Public Entities (ARM-P), Associate in Claims (AIC), State of California Self-Insured Administrator Certificate, and/or professional insurance certifications are preferable.

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties

Revised
04-17-25
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