

INSURANCE COORDINATOR

DEFINITION

Manages and coordinates the District insurance program that includes risk identification, risk reduction, risk transfer, risk avoidance, and risk finance.

TYPICAL DUTIES

Manages various insurance services and risk management programs of the District that include assessment of safety, liability, and risk exposure for Professional Services Contracts, special events held outside of and on District property, field trips, and Charter School petitions.

Reviews and assesses insurance language and indemnification clauses, insurance policies, and certificates of insurance for compliance with District contractual insurance requirements and answers questions from insurance agents, brokers, and underwriters accordingly.

Authorizes the issuance of Letters of Self Insurance or Certificates of Insurance on behalf of the District.

Participates in the preparation of annual reports to the Board of Education on the status and progress of insurance services and Risk Management Programs related to Professional Service contracts, independent contractor fingerprint compliance, field trips, special event liability, the Student Accident Insurance Program, and the District Self Insurance Program.

Confers with the Office of General Counsel on legal matters related to risk management activities as well as reviewing or providing insurance language for Memorandums of Understanding (MOU) or Facility Joint Use Agreements.

Confers with the Office of Environmental Health and Safety on matters related to student or employee safety, including coordinating the scheduling of inspections for field trips and special event activities.

Confers with the Procurement Services Group and the Facilities Services Division to review, approve, reject, or negotiate insurance language and indemnification clauses within contracts and MOU's.

Analyzes alternative insurance and risk finance options such as the Self Insured Retentions (SIR), Joint Power Authorities (JPA), and Captives to determine compliance with contractual insurance requirements.

Supervises the preparation, maintenance, and retention of insurance records and certificates.

Assists the Director of Insurance in the establishment of a self insured retention or deductible and the negotiation and placement of Property and Casualty, Excess Liability, Boiler and Machinery, Crime and Fidelity, and other ancillary insurance coverage.

Reviews, writes, or updates memorandums, correspondence, reports, reference guides, and training material related to risk management.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Insurance Coordinator serves as a subject matter expert in risk identification, risk reduction, risk retention, risk sharing, risk transfer, indemnification, traditional and alternative risk finance principles, and is responsible for reducing or eliminating loss exposure for District operation.

The Director of Insurance directs, plans, implements, and administers a wide range of insurance and claims activities for the District.

A Claims Processing Supervisor supervises and participates in the claims processing activities of the Liability and Unemployment Insurance Section.

SUPERVISION

General supervision is received from the Director of Insurance. General supervision is exercised over technical clerical staff in the Risk Finance and Insurance Services Branch.

CLASS QUALIFICATIONS

Knowledge of:

- Basic principals, practices, policy language, coverage, terminology, and staff functions related to insurance services and risk management
- Provisions of the California Education Code, Government Code, and laws and regulations pertaining to liability, self insurance, charter schools, and field trips
- Risks pertinent to school districts such as special event liability and field trips
- Insurance certificate forms, contract forms, legal entities, signatures, and payment and performance bonds
- District partnerships such as charter schools, non-public schools, and Partnership for LA schools
- Principles of supervision and office management

Ability to:

- Interpret pertinent insurance laws, codes, and regulations
- Analyze contractual insurance problems and devise solutions
- Prepare and present clear and concise reports and correspondence
- Maintain relationships with District employees and representatives of other agencies
- Exercise initiative and independent judgment
- Supervise and coordinate the work of others
- Use a computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in business, public, or school administration; risk finance; insurance management; or law. Additional qualifying experience may substitute for the required education on a year-for-year basis provided that the requirement for a high school diploma or equivalent is met.

Experience:

Three years of professional-level experience in risk management or insurance administration or a legal or related field that includes the review of insurance provisions and risk analysis, including one year of supervisory experience.

Special:

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.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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 relevant 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.

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