

DEPUTY DIRECTOR, INSURANCE AND RISK FINANCE

DEFINITION

Plans, organizes and directs the negotiation, preparation, processing, and administration of contract reviews for insurance coverages, and general risk management services to District departments.

TYPICAL DUTIES

Directs and manages insurance program placement.
Manages insurance broker relationships.
Assists in the development of risk management procedures.
Prepares and analyzes contracts, advises on contract provisions pertaining to risk management, and approves contracts for submission to the Board of Education.
Prepares and reviews bid specifications for contracts and supervises the dissemination of materials to prospective bidders.
Negotiates contract terms most favorable to the District as allowed by provisions of the Education Code and other statutes relative to District contracts and agreements.
Supervises the preparation and maintenance of a variety of records, such as: contracts, tabulations of bids, Board of Education action dates, copies of contracts, and insurance enrollments.
Prepares and presents written and oral reports to administrators, committees, or the Board of Education regarding insurance policies, contracts, or self-insurance programs.
Analyzes data processing application needs and coordinates implementation with other Divisions.
Provides risk management consultation to department.
Oversees the activities of the Restitution and Subrogation Unit.
Supervises the receipt and processing of claims or complaints against insurance carriers and expedites resolution of complaints, as needed.
Prepares and reviews budget planning and operations related to insurance and risk financing.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy Director of Insurance and Risk Finance supervises and participates in the negotiation, preparation, processing, and administration of contracts for insurance coverages and self-insurance.

The Director of Insurance Risk Management oversees, directs, and organizes the activities of the risk management department including the development and administration of third party contracts, insurance programs, unemployment compensation, claims reporting and management and safety matters.

SUPERVISION

General direction is received from the Director of Insurance Risk Management. General supervision is exercised over lower-level managerial and technical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Provisions of the Education, Government, Insurance, and Labor Codes pertaining to contracts, surety bonds, and insurance
- Legal terminology related to contracts and insurance
- Principles of supervision and office management
- Basic principles of systems and procedures analysis for data processing
- Principles of public relations
- Principles of training, employee evaluations, and employee relations

Ability to:

- Supervise and administer the work activities of the department effectively through subordinate managers
- Analyze contract problems and devise solutions
- Interpret pertinent laws, rules, and regulations
- Prepare clear, concise written and oral reports
- Operate a computer and related peripheral equipment
- Work effectively with District personnel, contractors, attorneys, and the general public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a degree in public, business, finance, school or business administration, or law. A Masters or Juris Doctorate is desirable.

Experience:

Four years of contract insurance administration, or legal experience, above the professional entry level, for a large private or public organization, that included the negotiation, preparation, and processing of contracts, including at least two years of supervisory experience.

Graduate training in law, or additional training beyond that required above in contracts and/or torts (liability and/or negligence), may be substituted on a year for year basis for up to two years of the required non-supervisory experience.

Possession of certification as an Associate of Risk Management (ARM) or Chartered Property and Casualty Underwriter (CPCU) is desirable.

Special:

- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTES:

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. 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. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
04-13-05
MN

Reviewed
02-19-13
CA