



RISK AND SAFETY COORDINATOR

Position specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

POSITION TITLE: Risk/Safety Coordinator

Reports to: Director- Risk Management Services

FLSA status: Non-Exempt

Salary range: Coordinator, \$91,215-\$123,776

Supervises the following direct reporting staff: as determined by future needs of Schools Insurance Group (the "Authority")

POSITION SUMMARY

Under the direct supervision of the Director, Risk Management Services, the Risk/Safety Coordinator will provide specialized support related to the coordination of various projects associated with risk management and loss prevention for the members of SIG. This position will work with public schools and other related agencies to assure and deliver quality programs and services for each school district. The Risk/Safety Coordinator will provide planning, development and implementation of loss prevention and claims mitigation protocols. Duties also include other emergency planning and response services, collaborating with and in support of local and statewide agencies in response to emergency conditions and/or disasters. In addition, this position will collaborate on tasks related to risk management such as certificates of insurance and risk-related questions associated with member activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *The following duties are typical for this coordinator-level position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs, changing business practices, or expanded legal or regulatory compliance functions:*

- Conduct site safety and playground inspections to evaluate conditions affecting safety, loss prevention, compliance with applicable Cal/OSHA and EPA standards, and emergency procedures;
- Determine corrective action from site safety and playground inspections and make recommendations to minimize and reduce risk exposure to members and SIG;
- Develop and recommend programs designed to promote employee and student safety in order to reduce losses, limit exposure and risks;

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- Develop and conduct a variety of workshops and presentations to large and small groups using formats such as webinars, in-person instruction; or coordinating with available online training resources;
- Develop processes and collaborate for implementation of district-wide risk management and prevention programs, including but not limited to IIPP, HazComm, site inspection program, SDS, wildfire prevention, fleet safety, childhood sexual abuse prevention, special education injury prevention, ergonomic evaluations/recommendations, and other programs as needed by members for compliance or loss prevention;
- Collaborate with members as well as state and local agencies in the planning and development of emergency planning and response, crisis management and loss prevention projects;
- Manage SIG's Safety Credit Program, including member tracking and compliance;
- Collaborate with SIG staff, brokers, and carriers to maintain an electronic underwriting database reflecting SIG member exposures, locations, and other data;
- Receive and respond to member questions related to field trips, athletics, and other activities associated with public educational agencies to guide members as to appropriate safety and loss prevention protocols;
- Receive and respond to member questions related to certificates of insurance, collaborating with SIG staff and available legal or broker resources to review relevant contract language for the member's activities or programs;
- Act as a liaison between the members and multiple local, state and federal emergency agencies in the event of a disaster;
- Conduct a variety of complex research activities and projects;
- Maintain certification and continuing education as required for site safety and playground inspections and programs;
- Compile, analyze and report program results clearly and concisely to managers, Board(s), and Executive Director;
- Set and/or adjust schedule, as needed, for meetings, trainings, conferences, and other work-related events;
- Attend and participate in professional group meetings; stay informed of new trends and innovations in the field of loss prevention and risk control, as well as the larger topic of overall risk management, including concepts of insurance and coverage;
- Travel as authorized by SIG management in the performance of assigned tasks and duties, which may be 40% of the time. A remote work arrangement, including in-office and remote work, will be developed to incorporate the requirements of this position.
- Apply independent judgment and knowledge of state and federal regulations and legislation to inspections, reports, programs and projects;
- Perform related duties as assigned.

QUALIFICATION REQUIREMENTS - *To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Incumbents may not perform all of the listed duties (such as adjunct or non-essential duties) and/or may be required to perform additional or different duties from those set forth, to address newly established legislative or regulatory compliance requirements, business needs and changing business practices. Reasonable Accommodations may be made to enable individuals with disabilities to perform essential functions.*

Knowledge of:

- Organizational practices as applied to the development, implementation and analysis of programs, policies, and operational needs;
- Principles, practices, and techniques necessary to establish, maintain and modify risk management and loss prevention programs including ergonomics;
- Hazard assessment strategies in both environmental and public school settings;
- Property, Liability, Auto, and Workers Compensation program concepts;
- Office procedures, methods, and equipment including computers and applicable software and social media applications;
- Business letter writing, report preparation and presentation formats;
- Relevant (or applicable) requirements in areas of risk management and loss prevention programs and activities; including without limitation to ADA, HIPAA, OSHA and Cal-OSHA, as well as other statutory or regulatory mandates that apply to public schools and county offices of education;
- Relevant statutory and regulatory compliance requirements governing confidentiality and privacy requirements for employers and public entities, including recordkeeping;
- Methods and procedures applicable to risk management, safety, and loss control.

Ability and Skills to:

- Understand departmental goals, objectives and procedures, and alignment with SIG's strategic objectives;
- Develop and collaborate to implement policies intended to manage risk, prevent loss, and mitigate costs, and make appropriate adjustments;
- Organize and coordinate internal and external resources for implementing member programs;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of SIG's goals;
- Prepare clear and concise administrative reports in a variety of settings;
- Interpret and apply applicable federal, state and local policies, laws and regulations;
- Communicate program expectations and compliance requirements to relevant personnel within member districts;
- Operate office equipment including computers and supporting software applications;
- Communicate clearly and concisely both orally and in writing, and speak and present in public settings to large and small groups including conferences and training workshops;
- Establish and maintain effective and collaborative working relationships with those contacted in the course of work;
- Follow oral and written directions and specific rules, regulations and processes and apply them to a variety of situations.

Education and Experience - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in health management, industrial hygiene, insurance, business, or a related field is preferred. Any combination equivalent to the completion of the twelfth grade supplemented by college level coursework in health management, industrial hygiene, insurance, business, or a related field will be considered.

Experience:

At least five (5) years of experience in the fields of risk management, industrial hygiene, insurance, or loss prevention or an equivalent combination of education, training, and experience.

License or Certification:

Possession of a valid and current Driver's License is required, along with a printed motor vehicle record showing acceptable driving history for the most recent five (5) years.

Certification as an ASSP, CPSI, ARM, CIC/CRM or other related industry designation (CPE, CIH, CSP) is preferred.

EMPLOYMENT ELIGIBILITY – The successful candidate must provide proof of employment eligibility and verification or legal right to work in the United States, in compliance with the Immigration Reform and Control Act

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting and remote work; exposure to computer screens; working with fluorescent lighting. While performing the duties of this position, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit or stand for prolonged periods of time; lifting 25 lbs. maximum or carrying any object weighing up to 25 lbs.

Vision: See in the standard visual range with or without correction; vision sufficient to read computer screens and printed documents, including material in handwritten, typewritten, digital, and photographic format.

Cognitive: Cognitive or analytical acuity, such as analyzing, counting, summarizing, synthesizing information from multiple sources, interpreting written or verbal instructions, and recognizing social or professional behavioral cues

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Mental acuity: Mental acuity to understand and advise concepts of safety, compliance and related programs and member services, evaluate and implement services for risk prevention and control, interpret legal and regulatory compliance requirements, effectively communicate with SIG staff, members and vendors on a variety of routine and complex matters, consult with management on policy development and implementation, evaluate results and make recommendations relative to the effective performance of the tasks. Periodically must address difficult or contentious situations.

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this position. They are not intended to be construed as an exhaustive list of all job responsibilities.