



DIRECTOR OF RISK MANAGEMENT (FINANCIAL SERVICES DIRECTOR)

BASIC FUNCTION

Under general direction, plan, organize, coordinate and manage a comprehensive risk management and loss control program and staff; manage and direct the investigation and resolution of a wide range of claims; examine and recommend risk management and loss control techniques including assumption, transfer and elimination of risk through both insurance and contractual means; negotiate insurance coverage for best pricing and product; administer the District's workers' compensation program; manage tort litigation, construction related and workers compensation claims; oversee, monitor and evaluate third party administrators, managed occupational health care organizations, external legal counsel and insurance broker services regarding service delivery and contract compliance.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, control, integrate and evaluate the work of the Risk Management Department and staff; develop, implement and monitor projects, plans, processes, systems and procedures to achieve the District's goals, objectives and performance measures for insurance, risk management and loss control and safety activities. "E"
- Evaluate insured and self-insured programs for coverage gaps and enhancements; oversee development of specifications for the broker of record for the purchase of insurance; negotiate directly or through brokers for best pricing and coverage for all lines of insurance; recommend purchase of policies or assumption of risk as best benefits the District; recommend contracts for claims management and other risk, liability and insurance vendors. "E"
- Participate on cross-functional and cross-departmental teams to obtain information, administer and oversee elements of the District's worker's compensation, OCIP (Owner Controlled Insurance Program) and similar liability and loss programs and activities. "E"
- Keep current on, track and monitor laws and policies related to risk, safety and liability issues; review, analyze interpret and respond to changes in local, state and federal legislation to ensure District legal compliance. "E"
- Collect and analyze a variety of risk, insurance, safety and related data and develop comprehensive reporting metrics for the District's Risk Management program; develop strategies, proposals and recommendations to implement district wide programs, policies and procedures designed to mitigate District liabilities and risk factors. "E"
- Establish, oversee and manage District relationships with contractors, vendors and attorneys providing services to the Risk Management department; provide management and oversight of third-party administrators, managed occupational health care organizations and attorneys. "E"
- Manage, direct and the administration and adjudication of tort claims filed against the District for a wide range of issues; oversee the investigation of accidents and injuries and the evaluation of settlement of claims and subsequent appeals; oversee formulation of findings and recommendations for action and adjudication of claims for approval. "E"
- Participate in and assume a leadership role with a wide variety of committees, work groups, task forces and other internal and external stakeholder teams; represent the District in professional groups and organizations and provides leadership for other public and private Risk Management and insurance organizations through

membership and leadership in associations such as the Public Risk Management Association (PRIMA), Risk and Insurance Management Society (RIMS), Oregon Self Insured Association (OSIA) and other organizations.

“E”

- Plan, organize, administer and coordinate a District-wide loss prevention and control program to identify and analyze potential loss exposures; examines alternative risk management or loss control techniques; direct and participate in the development and delivery of new training, programs, initiatives and incentives to improve workplace safety and reduce the primary causes of claims filed against the District. *“E”*
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend, implement and communicate improvements to school and business practices with awareness and understanding of their impact in a racially and culturally diverse community. *“E”*
- Prepare and oversee the preparation and maintenance of a variety of presentations, reports, records and files related to assigned activities. *“E”*
- Participate in the development of assigned budget; recommend and approve expenditures in accordance with established policies and guidelines. *“E”*
- Supervise and monitor the performance of assigned personnel; interview and select employees, establish performance requirements and personal development targets; provide coaching for performance improvement and recommend transfers, reassignment, termination and disciplinary actions. *“E”*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Director of Risk Management is responsible for performing a variety of complex and specialized duties in managing and administering the District’s insurance and risk management programs. The incumbent assesses exposure to risk and adverse consequences for District operations, financial position or community reputation and recommends action through indemnification or insurance to minimize exposure. The incumbent negotiates and administers a wide variety of insurance coverage and is expected to work independently and exercise sound professional judgment and discretion in dealing with all interested parties in the resolution of cases, analysis of District risk exposure and management of District insurance policies.

EMPLOYMENT STANDARDS

Knowledge of:

Risk, safety, worker’s compensation and general liability insurance programs and policies for public sector K-12 education.

Oregon and Federal OSHA guidelines and laws.

Self-insurance programs.

Third party risk carriers and brokers of record.

Local, state and federal ordinances and laws related to general liability and worker’s compensation.

Return to work programs.

National Incident Management System (NIMS) programs.

Owner Controlled Insurance Program insurance.

Data collection, analysis, and presentation techniques.

Liability and risk management laws and insurance related to general and bond funded public construction projects.

Federal Emergency Management Administration (FEMA) projects.

The ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District.

Elements of effective leadership and supervision.

Ability to:

Lead operations and staff in District risk, liability and safety management activities.

Develop, deploy and train stakeholders on complex risk, liability and safety issues.

Work with external contractors, attorneys and insurance companies to represent the best interests of the District.

Supervise outside counsel and claims management organizations.

Communicate effectively both orally and in writing.
Work on multiple projects at one time with constantly changing priorities and deadlines.
Diplomatically respond to questions and challenges posed by a variety of District constituents.
Advocate, model, implement and communicate Portland Public School's Racial Educational Equity Initiative and board policies.
Learn and implement the PPS Equity in Public Purchasing and Contracting board policy.
Maintain confidentiality of highly sensitive information.
Act judiciously under pressure.
Model ethical behavior and communicate high expectations of ethical behavior to others.
Operate a variety of office machines, technologies and software.
Direct, manage and supervise assigned staff and operations.

Education and Training:

A Bachelor's degree in Finance, Accounting, Business, Risk Management, or a related field is required. A Master's degree in one of these disciplines is preferred.

Experience:

Seven (7) years of professional experience in a public agency or similar organization implementing risk, worker's compensation, liability and safety programs, two of which must have included supervision of staff is required.

Certification with an advanced Risk Management credential such as an Associate in Risk Management (ARM), Chartered Property and Casualty Underwriter (CPCU), or Associate in Claims (AIC) will substitute for two years of the required experience.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Positions in this classification require the use of a personal automobile and possession of a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in an office environment and throughout the community with extensive media, student, parent and public contact and frequent interruptions. Work hours routinely include irregular hours, evening and weekend activities, meetings and district, school and student functions.

Hazards: Contact with dissatisfied or angry individuals.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office and travel throughout the community; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: FS Director - 45

Approval Date: June 19, 2014
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Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P