

	Proposed Final POSITION DESCRIPTION
Title: Coordinator of Safety and Risk Management	
Department: Human Resources	FLSA Classification: Exempt; considered Essential Staff/Disaster Service Worker during any emergency or crisis
Bargaining Unit: None	Work Year: 12 Month (Classified Management)
Reports to: Assistant Superintendent Human Resources or Designee	Board Approval Date: June 28, 2023

Salary Grade: Scheduled Management Salary Schedule (Range 6)

Primary Function:

Under the general direction of the Assistant Superintendent, Human Resources or designee, the Coordinator of Safety and Risk Management will plan, coordinate and direct a comprehensive risk management, and safety compliance program for the Santa Rosa City School District. This position has primary responsibility for the development and maintenance of a comprehensive master emergency preparedness plan for all District sites, students and employees. This includes the District’s Safe Schools Program as well as Emergency Preparedness Management including active shooter drills, earthquake and fire preparedness and crisis management. The focus of the program is to also identify and control, to the maximum extent possible, the risk of loss, damage or injury to people, property and revenue, by identifying the sources of risk, evaluating risk probability and magnitude, and recommending policies, procedures and practices to mitigate risk and liability.

Essential Job Functions include, but are not limited to the following:

1. Co-manages the creation and oversight for the Safe Schools Program. This includes assisting school sites with the development and upkeep of their School Site Safety Plans to include active shooter training, earthquake and fire preparedness and crisis management.
2. Creates, manages and revises the District’s master emergency plan. This includes all procedures related to emergency preparedness plans, establishment of operations centers and District trainings.
3. Coordinates with city, county, state and federal resources, in the areas of health and public safety. Maintains effective communication and relationships with local law enforcement and local fire departments.
4. Conducts periodic inspections of school sites, emergency supplies, and District offices to perform threat assessments, safety checks and assessment of any other hazardous conditions. Provides feedback to the Site Administrator or Department/Building Administrator.
5. Coordinates communications and partnerships with local emergency preparedness organizations and first responders to plan crisis management and emergency preparedness plans.
6. Tracks and recommends budget allocations for all Emergency and Crisis Management expenditures.
7. Create and communicate risk management programs, policies, procedures to District employees, and the community.

8. Overall responsibility for ADA (Americans with Disabilities) assessment, monitoring and compliance throughout the District. Interact with various departments to respond to inquiries, changes in Federal/State laws and complaints.
9. Investigates accidents, and works with adjusters and insurance carriers to settle claims. Makes site inspections where complaints/problems have been identified. Drafts responses to complaints and performs follow up visits.
10. Administer insurance programs for property, and liability; analyze insurance claim utilization and experience, forecast insurance fund reserve and premium requirements.
11. Assists in analysis of all claims and litigation relating to workers' compensation, property, liability, and student insurance and develops and recommends loss prevention procedures and/or corrective action when necessary.
12. Monitor property and liability insurance parameters, and recommend appropriate actions; prepare budgets for all insurance and risk management activities.
13. Create and conduct training seminars for administrators and managers on matters concerning risk management and loss control; and prepare an annual report of risk management activities for presentation to the Board of Education.
14. Assists in the development, implementation, and monitoring of a comprehensive loss prevention and employee safety program.
15. Coordinates and monitors the district's Injury Illness and Prevention Program (IIPP).
16. Prepares and maintains manuals, procedures, reports, and files related to safety programs and loss prevention. Prepares and issues reports to district administration and county, state, and federal agencies as required.
17. Develops, implements, and monitors procedures for processing property/vehicle and liability claims and supervises the processing of claims.
18. Assists in ensuring compliance with various local, state, and/or federal regulations regarding risk management functions.
19. Communicates with appropriate staff when a student and/or staff member is cleared to return to work after being exposed to a pandemic.
20. Coordinates District and site distribution, monitoring and collection of posted Cleaning Sign-off Forms at the completion of each cleaning.
21. Coordinates the monitoring and updating of each site's completed HVAC filter change completion.
22. Communicates Director of Purchasing plans and procedures for maintaining stock of PPE.
23. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

1. Any combination of education, experience and/or training equivalent to a degree in business or public administration or related field and three years of relevant experience. Possession of bachelor's degree in Business Administration, or closely related field; and
2. Possession of an Associate Risk Management (ARM) Certificate is highly desirable.
3. Possession of a valid California Driver's License and reliable transportation to travel to District sites.

SKILLS, KNOWLEDGE AND ABILITIES:

1. Knowledge of risk management principles, particularly as they apply to workers' compensation and property/liability.
2. Knowledge and skill in use of computers and assorted software programs used for statistical data, word processing and database management.
3. Knowledge of district policies, procedures and collective bargaining contracts relating to risk management issues.

4. Knowledge of safety programs set up and administration for a California school district.
5. Knowledge of Americans with Disabilities (ADA) laws and compliance.
6. Ability to analyze and interpret loss data, program costs, and prepare accurate and complete reports.
7. Ability to read, learn, interpret and apply complex federal, state, and district regulations
8. Ability to communicate effectively both verbally and in writing with all levels of district staff and the community.
9. Knowledge of COVID-19 guidelines issued by the Centers for Disease Control and Prevention (“CDC”), California Department of Public Health (“CDPH”), and the California Department of Education
10. Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines.
11. Ability to work effectively with all levels of district staff, vendors, outside contractors/consultants, and the community.
12. Ability to analyze and resolve problems, situations with tact and diplomacy and take effective courses of action.
13. Ability to establish and maintain records and maintain confidentiality of privileged information obtained in the course of work.
14. Ability to maintain consistent, punctual and regular attendance.

Working Conditions

Indoor office and outdoor environments, moderate noise, continuous contact with staff and frequent interruptions. Will need to travel to various school sites and meeting venues.

Physical Abilities

Inspect documents and other written materials with fine print. Communicate to exchange information in person, in small groups, and/or on the telephone. Move about the facilities to conduct work including, walking, standing, remaining seated, reaching with arms and hands, stooping, kneeling, crouching, and remaining in a stationary position for long periods of time. Operate office equipment requiring repetitive hand movement and fine coordination.