

Director III, Risk & Environmental Services

Position Details

Job Code: U7102

Reference Code: A029

Division/Unit: Business & Finance

Classification: Professional-Technical

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator for providing direction for all risk and environmental services including operational risk management and environmental, health, and safety (EHS) activities. Duties include overseeing the placement of insurance, implementing loss control strategies, managing liability, property, and workers compensation claims, and other risk management activities designed to protect Clark County School District assets and minimize loss expenses while ensuring the environmental, health, and safety of students, staff, and others. This position is directly responsible to the Chief Financial Officer, Business and Finance Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Identifies risk exposures by constant monitoring of programs and physical conditions, responding to requests for technical assistance, and reviewing claims trends.
2. Determines best strategy to control risk by predicting potential loss.

3. Directs staff, assuring effective procedures and productivity, by constant interaction and implementation of improved methods.
4. Places excess insurance, evaluate proposals, negotiate premium costs, and coordinate assistance by insurance companies.
5. Evaluates claims and approve and/or recommend settlement options based on laws and investigative results.
6. Evaluates internal risk management procedures and determine ways to improve.
7. Responds to safety/loss control needs of schools and administrative units.
8. Negotiates contracts with vendors.
9. Prepares, monitors, and amends budget, as necessary.
10. Provides technical and management expertise regarding risk analysis and risk control, claims management, and loss financing.
11. Oversees and participates in internal and external claims, administration, and litigation support activities.
12. Plans and coordinates risk control and loss prevention activities and develop policies and procedures related to risk control.
13. Monitors and liaisons with third party claim administrators, insurance company representatives/consultants, health care providers, and other providers of risk management services.
14. Oversees self-insured, cost-of-risk accounting activities in accordance with governmental standards, and provides and maintains catastrophic/excess insurance to assure long-term financial stability.
15. Represents the District in any legislative capacity relating to insurance or self-insurance.
16. Monitors benefit accounting activities for various welfare benefit plans and payroll deduction programs.
17. Maintains, updates, and applies knowledge of all applicable tort laws, insurance terminology, claims management procedures, industrial insurance laws, risk management methods of identifying risks, claims management timelines, and federal and state regulations (Occupational Safety and Health Administration (OSHA), water, land, and air pollution, privacy, building codes, etc.).
18. Maintains, updates, and applies knowledge of claims investigation scope, insurance policy provisions, risk management methods for treating risk, claims evaluating skills, legal procedures, environmental compliance, and District policies and procedures.
19. Oversees programs designed to investigate, remediate, monitor and resolve districtwide issues and concerns related to environmental, health, and safety compliance.
20. Oversees hazardous waste monitoring and disposal compliance programs.

21. Performs other duties related to the position, as assigned.

Position Expectations

1. Knowledge of practices and procedures involved in risk and environmental services, including operational risk management and environmental health and safety activities.
 2. Knowledge of practices and procedures involved in developing, implementing, and monitoring of loss control strategies.
 3. Knowledge of practices and procedures involved in managing liability, property, and workers compensation claims.
 4. Knowledge of practices and procedures involved in ensuring the health and safety of students, staff, and others.
 5. Knowledge of practices and procedures involved in environmental health and safety assessments, and accident inspections and investigations.
 6. Knowledge of terminology, practices, and procedures involved in prevention, evaluation, and control of environmental and occupational health hazards.
 7. Knowledge of OSHA regulations.
 8. Knowledge of local, state, and federal safety guidelines and requirements concerning District activities.
 9. Ability to communicate clearly both orally and in writing.
 10. Ability to coordinate communications and information between District personnel and outside agencies to ensure smooth and efficient environmental safety and program activities.
 11. Ability to develop and implement corrective and preventative measures.
 12. Ability to coordinate and direct response to safety concerns and complaints.
 13. Ability to interpret, apply, and explain rules, regulations, policies and procedures.
 14. Ability to analyze situations accurately and adopt an effective course of action.
-

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in financial services, risk management, environmental health and safety, or related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in a corresponding or related positions or five (5) years' of successful supervisory experience related to risk management and insurance with a working knowledge of environmental, health, and safety (EHS).
2. Six (6) years' increasingly responsible experience working with risk management, claims, occupational health and safety, and insurance.

Preferred Qualifications

1. Master's degree from an accredited college or university in finance, risk management, environmental health, and safety.
2. Certification by a recognized professional organization in risk management, insurance, safety, or occupational health fields or equivalent professional designation or certification in safety or risk management from a nationally or internationally recognized professional organization such as the American Society of Safety Engineers (ASSE), Board of Certified Safety Professional (BCSP), or American Institute of Chartered Property Casualty Underwriters/Insurance Institute of America (AICPCU). Recognized designations and certifications include:
 - Associate in Risk Management (ARM designation awarded by AICPCU)
 - Certified Safety Professional (CSP certification by BCSP)
 - Certificate in Safety Management (CSM certification by ASSE)

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/13/22
- Created: 12/04/08