

Director I – Operational Risk

Position Details

Class Code: U7100

Reference Code: A920

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible to provide the technical and management expertise necessary to integrate the department's operational risk functions of risk analysis, claims management, loss control, safety, risk financing, and risk consultation services into an Operational Risk Management (ORM) program. This position also requires effective liaison and coordination with all related Clark County School District functions and outside vendors, public entities, and Nevada regulatory agencies as part of the integrated ORM Program. The person selected for this position is directly responsible to the Director III, Risk Management Department, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Directs the development, implementation, and maintenance of the ORM program.
2. Provides support to the enterprise-wide risk assessment program, a best practices part of ORM.
3. Creates a sustainable process to accumulate complex data from multiple sources and owners into one comprehensive data repository to provide management with accurate reporting of operational risk.

4. Ensures that the top enterprise operational risks are identified and assessed and that mitigation plans are monitored and reported to all key stakeholders.
5. Ensures that all operational risks relevant to the District are aggregated at an enterprise-level and that unit administrators have mitigation and contingency plans in place.
6. Validates the accuracy of operational loss impacts developed by clients and by the Risk Management Department.
7. Assists in the development, implementation, and management of Risk Management Department programs and policies for property and casualty exposures.
8. Provides risk management consultation services to the District.
9. Directs the design, development, implementation, monitoring, and maintenance of program strategies to ensure an effective and efficient claim adjudication process for all types of claims and for all possible exposures.
10. Provides technical expertise in the development of claims handling standards and procedures.
11. Ensures all claims are properly evaluated, investigated, and settled in accordance with applicable Nevada Revised Statutes (NRS) and District Policies and Regulations.
12. Liaison with the Office of General Counsel and with outside attorneys.
13. Directs analysis of the District's claim, loss, and accident history and identifies methods to eliminate or minimize risks and possible losses.
14. Establishes and manages processes required for monitoring and reporting the effectiveness and strength of the risk control environment to stakeholders and recommend changes to the Director III, Risk Management Department, clients, and other key stakeholders.
15. Plans and coordinates analysis-based risk control and loss prevention activities and develop policies and procedures related to risk control.
16. Directs enterprise-wide risk assessment, analysis, and strategy efforts. Recommends loss control strategies and implement corrective measures.
17. Maintains liaison with other District offices involved in safety programs to promote coordination and ensure maximum efficiency of the ORM program.
18. Assists in the development of insurance and risk management-expense forecasts and budgeting.
19. Participates in the development and preparation of the annual preliminary budget; controls and authorizes expenditures in accordance with District policies and regulations.
20. Represents the District in any legislative capacity relating to insurance or self-insurance.

21. Manage, direct, and supervise the activities and responsibilities of assigned staff.
 22. Develops staff through supervision, empowerment, coaching, mentoring, and performance measurements. Provides developmental plans for staff to ensure that required training is accomplished in a timely manner.
 23. Assists in the recruitment, selection, and retention of department personnel.
 24. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of specific laws, regulations, and industry practices pertaining to property and casualty insurance, workers' compensation, third-party liability, risk financing, and risk control.
 2. General knowledge of workers' compensation, property, crime, and liability claims handling procedures.
 3. Sound knowledge of insurance principles, risk management concepts and functions, and how they are applied to loss prevention and safety.
 4. Working knowledge of NRS, Nevada Administrative Code (NAC), and District policies, regulations, and procedures.
 5. General knowledge of information system applications, actuarial methodology, managerial accounting, medical treatment protocol, and litigation strategies.
 6. Strong background in finance and statistics in order to evaluate reports and set goals and benchmarks for the department.
 7. General knowledge of Nevada legislative, bill draft request, fiscal note impact analysis, and regulatory processes.
 8. Sound knowledge of on the principles of contract law, public purchasing, budgeting, accounting, and cost analyses and control.
 9. Knowledge of state/local governments, legislative procedures, and regulatory agencies, which pertain to the risk management discipline.
 10. Knowledge of principles of supervision and office management.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in business, finance, management, risk management, safety, or a 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 supervisory position or five (5) years' successful supervisory experience related to risk management or property/casualty insurance claims.
2. Ten (10) years' professional work experience working with an insurance company in the area of claims, underwriting, and/or loss prevention; and /or corporate or public entity risk management.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

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 Professionals (ASSP)
- Board of Certified Safety Professionals (BCSP)
- American Institute of Chartered Property Casualty Underwriters/Insurance Institute of America (AICPCU)
- Licensed Property Casualty Independent Adjuster for State of Nevada

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: 04/01/22
- Created: 08/27/12