

Risk Control / Safety Manager

Position Details

Class Code: 2097

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, provides technical assistance in loss analysis by trending District claims results, especially in the area of self-insured and high-retention type claims programs.

Essential Duties and Responsibilities

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

1. Plans, develops, and recommends policies, regulations, and operational procedures pertaining to the District's risk management programs.
2. Interprets and implements risk control policies.
3. Interprets new safety/occupational health legislation and recommends implementation of specific policies/procedures.
4. Conducts risk control research projects as directed.
5. Responsible for planning, organizing, and coordinating risk control functions designed to mitigate exposures faced by the District, with an emphasis on employee/student safety programs and minimizing District insurance expenditures on automobile, general liability, workers compensation, crime, and other risks.
6. Inspects facilities and grounds to evaluate conditions affecting safety and risk management.

7. Assesses compliance with applicable regulations and standards.
 8. Analyzes the District's claim, loss, and accident history, including student injuries; utilizes the risk management information system in order to develop, implement, and monitor appropriate management procedures and/or corrective actions.
 9. Plans, develops, and recommends programs designed to promote safe working conditions, improve employee/student safety, and reduce District general liability and automobile claims.
 10. Provides counsel and advice to all levels of management in schools and support facilities concerning accident prevention, risk reduction, and loss control.
 11. Assists management in preventing occupational illness, injuries, and safety violations.
 12. Develops changes and modifications to a broad range of work practices, equipment operations, and protective devices to control or eliminate unsafe work practices/conditions.
 13. Assists in reviewing and maintaining District accident records on the risk management information system.
 14. Reviews circumstances of accidents resulting in claims.
 15. Prepares risk control training materials as required.
 16. Coordinates and conducts in-service training as required.
 17. Supervises and directs the work of risk control staff.
 18. Conforms to safety standards, as prescribed.
 19. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Works independently, with minimal supervision, to reduce or avert District losses. Makes presentations to employee groups and acts as liaison with other District departments and external organizations.

Knowledge, Skills, and Abilities (Position Expectations)

1. Advanced knowledge of principles, trends, methods, and procedures pertaining to risk management.
2. Knowledge of laws pertaining to work-related injury or illness and school district liability/safety, including OSHA regulations.
3. Knowledge of the Nevada Revised Statutes as they relate to public entities.

4. Knowledge of policies, regulations, and standards pertaining to risk management, loss control, and safety programs.
 5. Knowledge of insurance industry loss control standards and actions.
 6. Knowledge of database management systems.
 7. Ability to understand and explain laws, regulations, and procedures.
 8. Ability to develop and administer sound risk control programs.
 9. Ability to coordinate multiple projects and meet predetermined deadlines.
 10. Ability to make presentations to individuals or large groups.
 11. Ability to perform complex mathematical computations and statistical analyses.
 12. Ability to maintain security of confidential information.
 13. Ability to judge when to act independently and when to refer situations to an administrator.
 14. Ability to work flexible hours or shifts.
 15. Ability to work cooperatively with employees, students, parents, the public, and other agencies.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc).
2. Any combination of training, experience, appropriate professional designation/certification*, and/or education equivalent to graduation from a recognized college or university with a Bachelor's degree in Occupational Safety, Risk Management, Insurance, or a related field; and one (1) year of loss prevention experience.

* Designation or certification in Safety or Risk Management from a nationally recognized professional organization, such as, the Board of Certified Safety Professionals (BCSP), American Institute of Chartered Property Casualty Underwriters/Insurance Institute of America (AICPCU/IIA), or other comparable international equivalent.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Appropriate certification for the position as issued by Board of Environmental Health & Safety Auditors (BEAC), National Association of Safety Professionals (NASP), Board of Certified Safety Professionals (CSP), or other comparable international designation (Certification must be obtained within six (6) months of hire date.).

Preferred Qualifications

1. Advanced degrees or certifications in safety, loss prevention, risk management, or insurance.
 2. Possession of a CSP (Certified Safety Professional), ALCM (Associate in Loss Control Management), or ARM (Associate in Risk Management).
 3. Insurance company casualty underwriting experience, preferably in the area of public entities.
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Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current driving history (dated within six (6) months from date printed) issued by the DMV.
5. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Employment Requirement - Must provide own reliable vehicle to perform and fulfill job duties.

Examples of Assigned Work Areas

Clark County School District sites and facilities. Extensive travel to and from District locations and other agencies.

Work Environment

Strength

Medium/heavy – exert force up to 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Occasional climbing, balancing, stooping, kneeling, crouching, and crawling. Frequent reaching, handling, repetitive fine motor activities, talking, and hearing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Possess physical stamina sufficient to permit continuous standing or walking for a minimum of two (2) miles without stopping. Vision: Frequent near and far acuity, depth perception, focal length change, color vision, and peripheral vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting and exposure to outdoor weather temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, district-issued/personal vehicles, handheld and two-way radios, video equipment, digital cameras, 35 MM cameras, tape recorders, binoculars, cellular phones, etc.

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, 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: 05/22/23
- Created: 09/22/06