

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2016**

EXECUTIVE DIRECTOR OF RISK MANAGEMENT

FLSA STATUS: EXEMPT – PAY GRADE: 27 - A

JOB FAMILY: LEGAL COMPLIANCE & REGULATIONS JOB FUNCTION: WORKFORCE SERVICES

GENERAL STATEMENT OF JOB

The Executive Director of Risk Management provides overall leadership for the college's risk management programs and the College's materials management department. Areas of risk management responsibility include, but are not limited to, identification of activities presenting potential risks for loss and development of appropriate loss prevention strategies; development of request for proposal solicitations to acquire all lines of insurance; administration of the College's self-insured workers' compensation program, and acquisition of personnel group benefits insurance programs. Employees in this classification evaluate and monitor all risk management functions under charge for efficiency and compliance with established State, Federal and college rules, regulations and guidelines. Performs related financial analysis work, as directed.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Design and recommend organizational structures, personnel staffing patterns and work responsibilities for effective performance in assigned areas; perform such in accordance with College Board rules, policies and procedures, as well as federal laws and state statutes and regulations.

Collaborates with the Executive Director of Purchasing in preparation of insurance solicitation specifications and assists in evaluating proposals; serve as advisor to the Employee Benefits Advisory Committee and Senior College officials in the development and implementation of insurance and various employee group benefit plans; provide recommendation concerning acceptance and award.

Provide supervision to the College's environmental safety health coordinator and fire safety inspector.

Provide leadership to supervision of the materials managers management of the College's materials department whose responsibilities include, but are not limited to asset management/property control, surplus equipment disposal, central stores inventory, central receiving, central mail distribution, and public records storage.

Assign staff to ensure College compliance with all applicable laws regulations, rules and policies.

Confer with executive management and college personnel concerning health, safety, and loss prevention issues; provide guidance to such concerning effective administration of health, safety, and loss prevention initiatives.

Arrange for follow-up investigations to ensure identified safety issues/practices are corrected.

Advise the appropriate supervising administrator concerning the status of all matters affecting the College's loss prevention programs and initiatives.

Advise College Administration on best practices and cost-effective insurance options for major college initiatives.

Serve as the process owner of the College's safety process teams and as the College's safety officer and liaison with the Florida Department of Community Affairs and with counterparts in the Duval County Schools and the University of North Florida.

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Assume leadership role in the collaborative continuous improvement, implementation and communication of a College safety manual.

Serve as the College's liaison with the Florida Department of Labor and the Florida Agency for Health Care Administration; Collaborates with the Director of Security to serve as the College's designated federal, state, city contact(s) for emergencies; liaison to all federal, state, city environmental regulations agencies including, but not limited to the City of Jacksonville Emergency Command Center and the American Red Cross.

Meet with federal and state OSHA representatives and other related inspectors to insure full compliance with all applicable regulations and reporting requirements.

Evaluate program compliance within departments through regular inspections for hazardous or otherwise unsafe conditions and practices.

Perform follow-up investigations to ensure identified safety issues and practices are corrected.

Monitor assigned staff on-going professional development including achievement and maintaining occupational professional certifications.

Supervise facility inspections with Fire and Safety staff assigned including the annual College wide Comprehensive Safety Review Inspection required by Florida Statute and DOE Regulations Exercise independent judgment in analyzing risk with emphasis on balancing academic and student activities with practical loss control. Use accepted risk management principles to determine loss potential and recommend assumption of risk through self-insurance or transfer to others, as in the best interest of the College.

Administer college policies regarding automobile liability, general liability, workers' compensation, unemployment compensation and employee group benefit insurance programs. Serve as the adjustor on behalf of the College in the settlement of claims under the College's deductible using independent judgment and budgeted spending authority.

Collaborate with the College's General Counsel to retain defense attorneys for general liability, workers' compensation and other litigation covered by the College's property and casualty insurance; negotiate with and retain medical providers for the self-insured workers' compensation program; recover losses caused by other entities through demand letters or retention of attorneys to collect in consultation with College's General Counsel.

Advise and assist College officials and program managers in negotiations with third parties who place liability insurance requirements on the College as a condition prior to implementing programs and obtain certificates of insurance from appropriate insurance companies.

Maintain communication with insurance providers, and Board approved insurance consultants; coordinate work with other college operating departments.

Develop, implement and administer effective loss prevention initiatives and programs for preventing Injuries, occupational illnesses, vehicular collisions, liabilities, and property damage.

Review summaries and reports on accidents and or injuries; evaluate costs, causes, trends and issues for concern and overall safety performance.

Evaluate and approve the liability coverage of vendors, contractors and lessors of College facilities; may negotiate directly with those parties insurance carriers.

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Oversee accurate and complete maintenance of all insurance policies, as well as premiums and claims made and paid.

Develop and publish applicable process measurements for assigned areas.

Develop service level goals for all functions assigned.

Monitor process measurements of assigned functions and makes recommendations for process changes to achieve continuous improvements.

Develop desktop instructions, maintain applicable administrative procedures manuals, provide training of all functions under charge to implement continuous improvements.

Manage multiple department budgets, providing timely approval and payment of related invoices.

Advise administrative supervisor concerning the status of all matters affecting the college's loss prevention programs and initiatives.

Serve as an active member of the Florida Risk Management Association, University Risk Management Insurance Association, Campus Safety Committees, Safety process team and as a resource to the College's Employee Benefits Advisory Committee.

Perform related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited institution and five (5) years progressively responsible experience in risk management functions, to include workers' compensation, property and casualty insurance underwriting, and development and evaluation of loss prevention initiatives, preferably including environmental health and fire safety inspection for a governmental or similar public sector agency.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks are essentially sedentary, with occasional bending, reaching, grasping, or otherwise restricted movements.

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Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of facilities, equipment, physical plant conditions, loss prevention programs, insurance provisions, and reporting systems.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes issuing and receiving assignments and/or directions.

Language Ability: Must be able to communicate effectively in standard English, and to convey information to others.

Intelligence: Requires the ability to apply principles of rational systems and synthesis functions. Requires comprehension and application of investigative and analytical principles and theories. Requires the ability to deal with problems involving concrete and intangible variables in situations where standardization exists, but wherein data may be subjective as opposed to clearly measurable or verifiable; to exercise critical independent judgment and initiative; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to issue and follow oral or written instructions. Must be able to communicate effectively with co-workers, the public, and college administrative officials.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; compute ratio and proportion; calculate decimals and percentages; compute interest, discount, profit and loss; utilize principles of descriptive statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, depth and shape, and to visually read various information.

Motor Coordination: Requires minimal levels of hand/eye coordination.

Manual Dexterity: Requires minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Must be adaptable to performing under moderate levels of stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk, but may not require the ability to hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Revised: 4/02; 9/02; 4/07; 7/14; 5/16