

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE:

Director, Risk Management

JOB CODE:

C-002

CLASSIFICATION:

Exempt

SALARY BAND:

D

BARGAINING UNIT:

ESMAB

REPORTS TO:

Deputy Superintendent, Finance & Operations

CONTRACT YEAR:

Twelve Months

POSITION GOAL:

Reduce the overall property/casualty losses to the Broward County School District by planning, organizing, directing and coordinating risk and insurance programs, such as liability, property, excess umbrella coverage, workers' compensation, employee health testing and occupational and environmental safety investigations, to control risks and mitigate losses.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Risk Management shall carry out the performance responsibilities listed below.

- Develop and administer the District's comprehensive risk management program to control risks and mitigate losses.
- Review all insurance contracts, including contracts for student field trips, special events, contracted services, and outside vendors, for liability and insurance appropriateness and/or to evaluate the competitiveness and accuracy of premiums; verify experience and retrospective premium calculations and consider possible improvements to present programs.
- Act as liaison between the Board and the defense attorneys in defense of actions against the Board; coordinate insurable legal
 actions and claims made against the District and its employees. Prepare background and research data for use in litigation and
 testify as Board's representative in such legal actions.
- Consult and advise the Facilities and Construction Management and Purchasing Departments in implementing insurance requirements and environmental regulation compliance.
- Research and recommend Risk Assessment & Chemical Control practices and procedures for county-wide adoption to comply with state and federal standards.
- Assist in the development of the District's comprehensive emergency management program.
- Direct, plan, organize and manage the School Boards Workers Compensation Self-Insurance program.
- Monitor the School Board's Worker's Compensation procedures for compliance with federal, state and local regulations.
- Communicate claims cost and reserve information to the School Board's Budget Department as appropriate.
- Advise senior management, departments and schools as appropriate on the status of claims, loss experience trends and program
 costs.
- Direct and monitor the performance of workers compensation staff to ensure compliance with applicable regulations.
- Provide staff development or arrange training programs relating to workers compensation laws, benefits, policies and loss control.
- Monitor workers compensation claims investigations and modified return to work cases.
- Develop, implement and monitor workers compensation claims reporting forms, procedures and activities.
- Develop and maintain close communication with medical providers and serve as liaison between medical providers, injured employees and department supervisors.
- Communicate benefits and program goals with senior management for purposes of loss control.
- Review and approve all workers compensation claim settlements.
- Administer, implement, and revise, as warranted, procedures for a comprehensive employee health testing program, including drug
 and alcohol, which is in compliance with federal, state, and local statutes and regulations.
- Manage the District's self-insurance and excess insurance programs such as general and automobile liability, property, excess
 umbrella coverage, and workers' compensation; ensure adequate funding levels are maintained for the District's self-insurance
 programs by developing funding approaches for insurance programs consistent with Board policies and direction and monitoring the
 District's self-insurance financial reserves to include annual adjustments based on historical losses and current claim volumes.
- Augment and maintain effective safety and toxic substance control program for employees and students.

- Represent the District at regulatory hearings, legal actions, and legislative meetings within areas of jurisdiction.
- Work with appropriate District departments to coordinate information for loss reimbursement from insurance companies and applicable government agencies.
- Coordinate with the Director of Safety to recommend general safety policies, procedures, and measures to be followed by students and employees.
- Support the mission, beliefs and major systems priorities of the school district.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Minimum of eight (8) years, within the last twelve (12) years, of experience and/or training in the field related to the title of the position.
- Demonstrated expertise in the design, implementation and evaluation of multifaceted insurance contracts.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- Minimum of six (6) years, within the last ten (10) years, of experience and/or training in the field related to the title of the position.
- Degree major in the social sciences, business or related fields.
- Administrative experience demonstrated in insurance contract administration, risk management, environmental health, safety or workers' compensation.
- Bilingual skills.

SIGNIFICANT CONTACTS - frequency, contact, purpose, and desired end result:

Consult and advise the Facilities and Construction Management and Purchasing Departments in implementing insurance requirements and environmental regulations; periodically works with District legal staff to represent the District at regulatory hearings, legal actions, and legislative meetings within areas of jurisdiction; frequently works with insurance carriers to ensure appropriate levels of property and casualty insurance coverage throughout the District.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved: 3/21/85 &

Adopted: 4/15/85 Item G-7: 11/6/86

Retitled & Realignment: 4/12/94

Revised: 4/23/96 & Adopted: 5/21/96 Revised: 5/4/99 Adopted: 5/18/99 Director, Risk Management (cont.)

SBBC: C-002

Retitle: 5/9/00

Board Adopted: 12/16/03* Board Adopted: 01/18/05 Board Approved: 5/21/13 Board Adopted: 6/25/13

Reporting Title Change: 5/16/23 2023-2024 Organizational Chart

SBBC: CC-030 FL: 449

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE: Supervisor, Risk Management

CONTRACT YEAR: Twelve Months

PAY GRADE: 26

BARGAINING UNIT: BTU/TSP

QUALIFICATIONS:

EDUCATION: An earned bachelor's degree from an accredited institution

EXPERIENCE: Minimum of seven (7) years of experience and/or training

in the field related to the title of the position.

<u>ADDITIONAL</u>

REQUIREMENTS: Demonstrated expertise in property/casualty insurance

contract administration, risk assessment, developing manuals and training programs for the safe handling of hazardous materials, and in the design, implementation and evaluation of multifaceted insurance contracts. Requires working knowledge of state, federal and local regulations as they pertain to occupational health and environmental safety relative to the safe handling of chemical substances and biohazardous waste; including Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), Environmental Protection Agency (EPA), and Department Environmental Protection (DEP). Bilingual skills preferred.

Computer skills as required for the position.

REPORTS TO: Executive Director, Support Operations

SUPERVISES: Employee Health Testing Specialist, clerical, and other

Risk Management employees as assigned

POSITION GOAL: Contribute to the well being and safety of all employees

and students within the Broward County School District by developing and implementing training, testing, and procedures to reduce the risks associated with infectious

FL: 449

SBBC: CC-030

health situations, drug and alcohol use, hazardous chemicals and biohazardous waste materials.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Supervisor, Risk Management shall:

- 1. assist the Director in the development and administration of the district's comprehensive risk management program to control risks and mitigate losses.
- 2. oversee the district's insurance verification program to ensure compliance to contract requirements.
- 3. prepare research data for use in the evaluation of insurance premiums for competitiveness.
- 4. assist in the verification of claims experience and retrospective premium calculations.
- 5. assist the director in advising the district relative to implementing insurance requirements for contracts, agreements, bids and requests for proposal.
- 6. prepare reports and presentations relative to the district's comprehensive risk management program.
- 7. administer, implement and revise as warranted procedures for a comprehensive employee health-testing program including drug and alcohol, which is in compliance with Federal, State and local statutes and regulation.
- 8. supervise the coordination, implementation and management of the Hepatitis Vaccination Program district wide.
- 9. establish a program for training and evaluation of district employees in issues relating to drug testing, immunization procedures, and work-related injuries
- 10. conduct inservice programs to update directors, supervisors, principals, and assistant principals on program guidelines and requirements.
- 11. coordinate the services provided for the District through outside vendors for employee health testing, hazardous, and biohazardous waste disposal; ensure quality, timeliness, and compliance with applicable regulations, District requirements, and contract terms.
- 12. provide supervisory training in the recognition of "reasonable suspicion" in accordance to district drug and alcohol testing procedures.
- 13. establish procedures, manuals and employee training programs to identify and control the hazardous situations related to chemical products utilized in the district for maintenance operations and other uses by the school district.
- 14. develop, implement, coordinate and monitor procedures relative to the handling of all chemical substances used throughout the school district to ascertain complete compliance to safety procedures.
- 15. establish procedures, manuals, and employee training programs relating to biohazardous waste handling and disposal.
- 16. coordinate the disposal of obsolete chemical substances to ensure compliance with all required safety precautions and regulations.
- 17. receive, review and process applications to comply with federal, state and local legislation pertaining to the handling, storage and disposal of hazardous chemicals and biohazardous waste.

FL: 449

SBBC: CC-030

- 18. develop, implement and monitor procedures for purchasing of all chemical products in the district.
- 19. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
- 20. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
- 21. review current developments, literature and technical sources of information related to job responsibility.
- 22. ensure adherence to good safety procedures.
- 23. follow Federal and State laws, as well as School Board policies.
- 24. perform other duties as assigned by the Executive Director, Support Operations or designee

SIGNIFICANT CONTACTS -frequency, contact, purpose, and desired end result:

Coordinate with department heads, Area Superintendents, Principals, and Assistant Principals to implement training programs and establish procedures to be followed relative to health testing and the safe handling of hazardous and biohazardous materials. Frequently communicates with outside vendors, environmental attorneys and governmental agencies to ensure District compliance with applicable occupational health, safety, and environmental regulations. Works with the District's bargaining units to ensure member safety and District compliance with OSHA regulations.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 1/17/95 &

Adopted: 2/7/95

Realignment: 3/19/96

Alignment/Title Change: 4/13/99

SBBC: CC-030 FL: 449

Retitled: 5/9/2000

Retitled & Rewrite of CC-026: 5/9/2000 (Reconvened Mtg. of 5/2/2000)

Adopted: 6/6/2000

Board Adopted: 12/16/03* Board Adopted: 12/21/04

Revised: 01/22/10

2009-2010 Organizational Chart

SBBC: CC-021 FL: 450

NON CHART POSITION PROFESSIONAL/TECHNICAL

POSITION TITLE:

Supervisor, Risk Management & Security

CONTRACT YEAR:

Twelve Months

PAY GRADE

24

QUALIFICATIONS:

<u>Education</u> - Associate's degree in electronics, electrical or related field

Experience - A minimum of six (6) years progressively more responsible experience in the electronic security industry with knowledge of its products and procedures. Must have proven successful progressively more responsible experience in designing electronic security systems. Also, organizing and supervising central monitoring station operations and installation crews. Organizing and managing crime prevention strategies. The above experience must be verified and documented.

<u>Special Qualifications</u> - Experienced with computerized security systems operation and application (Programming preferred) Bilingual preferred

OR

<u>Education</u> - Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program

Experience - A minimum of eight (8) years progressively more responsible experience in the electronic security industry with knowledge of its products and procedures. Must have proven successful progressively more responsible experience in designing electronic security systems. Also, organizing and supervising central monitoring station operations and installation crews. Organizing and managing crime prevention strategies. The above experience must be verified and documented.

<u>Special Qualifications</u> - Experienced with computerized security systems operation and application. (Programming preferred) Bilingual preferred

DIRECT

ACCOUNTABILITY: Director, Risk Management



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Specialist- Enterprise Risk Management Communications

JOB CODE: YY-003
CLASSIFICATION: Exempt
PAY GRADE: 22

BARGAINING UNIT: BTU-TSP

REPORTS TO: Director, School Security Support Services

CONTRACT YEAR: Twelve Months

POSITION GOAL: The Specialist, Enterprise Risk Management Communications is responsible for internal and external communications related to the District's Enterprise Risk Management (ERM) program. This role serves as a communications liaison and strategist between the Safety, Security & Emergency Preparedness Division, District departments, the community, and the news media, to provide timely, accurate and useful education and information about significant safety and security-related programs and incidents. The primary focus is to organize and implement a well-coordinated communications plan in close partnership with the District's Public Information Office.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Specialist, Enterprise Risk Management Communications shall carry out the essential responsibilities listed below.

- Work closely with the Chief Public Information Officer and staff to coordinate messaging related to Safety, Security & Emergency Preparedness.
- Support the Enterprise Risk Management Committee's efforts to roll-out Enterprise Risk Management, including District wide communications regarding priorities, information requests and education.
- Work closely with School Board Members to ensure understanding of the ERM processes and objectives in support of collaborative communication.
- Work with media, community and business leaders, elected officials and other members of the public to educate stakeholders on school safety information and available Safety, Security & Emergency Preparedness resources.
- Assist with efforts to mobilize student and public involvement and increase awareness of public safety initiatives that build upon the District's safety, security and emergency preparedness strategies.
- Establish, implement and manage a coordinated communications plan in partnership with the Public Information Office and specific to safety, security & emergency preparedness.
- Develop and communicate timely and relevant school safety, security and emergency preparedness information through appropriate communication outlets and respond to concerns about safety, security & emergency preparedness aligned to audience need, and as appropriate.
- Assist Safety, Security & Emergency Preparedness Division personnel with publicizing and promoting training programs, drills/exercises, exhibitions, displays, special events or special programs.
- Design, prepare, edit and distribute division publications, including press releases, articles, photos for local media, newsletters, blogs, videos, podcasts, recruitment brochures, programs for special events and other publications, as appropriate.
- Participate in committees and community meetings related to school safety, security or emergency preparedness, as required.
- Ensure that public information activities align to the goals and objectives of the Division of Safety, Security & Emergency Preparedness.
- Participate in civic organization meetings and make presentations to student assemblies, as appropriate.
- Demonstrate awareness of district-community needs and initiate activities to meet those needs.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE:

Coordinator, Enterprise Risk Management

JOB CODE:

ZZ-041

CLASSIFICATION: Exempt

PAY GRADE:

22

BARGAINING UNIT: BTU-TSP

REPORTS TO:

Director, Risk Management

CONTRACT YEAR: Twelve Months

POSITION GOAL:

To coordinate the implementation of the District's Enterprise Risk Management (ERM) program in accordance with all applicable laws, policies and practices. The ERM Coordinator will work closely with the ERM committees to help set timelines, provide relevant guidance and materials to educate. The ERM Coordinator must be prepared to serve as a member of a professional multi-disciplinary team that works collaboratively to protect students, employees, volunteers and visitors to more than 234 schools and the District's support facilities from acts of violence.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Coordinator, Enterprise Risk Management shall carry out the essential performance responsibilities listed below.

- Assist the Director, Risk Management, with organizing and supporting the ERM committees, developing the ERM charter. monitoring and maintaining documentation of progress to navigate the ERM process.
- Facilitate communications between committee members, District personnel and others to support the ERM committee mission and charter.
- Provide support to the Risk Management, Safety, Security & Emergency Preparedness, and ERM committees in their efforts to monitor risk and control reporting and oversight methodologies.
- Provide subject matter expertise and support to the ERM Committees.
- Review and analyze risk information to identify emerging risks, facilitate risk assessments, and assist in development of mitigation strategies.
- Review pertinent compliance news and provide relevant updates to management.
- Assist with the formulation and ERM training of procedures that promote compliance with regulatory standards.
- Engage appropriate stakeholders to develop and implement enhanced processes and controls for identified control gaps.
- Generate report and complete ad-hoc data analysis requests in support of risk management.
- Assist in the development of systems required to measure and monitor risks.
- Produce documentation related to ERM implementation, track progress and report out as necessary.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

SBBC: ZZ-041

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of three (3) years, within the last five (5) years, of experience in a related discipline including but not limited to Risk Management, Enterprise Risk Management or Enterprise Security Risk Management.
- Advanced analytical skills, including gathering and synthesizing data and identifying trends, causation, and correlation.
- Experience in project management, with the ability to effectively identify and implement process improvements.
- Effective verbal, written and interpersonal communication skills.
- · Computer skills as required for the position.
- Demonstrated ability collaborating across a complex organization.
- Ability to verbally and in writing articulate the goals and strategies related to Enterprise Risk Management.

SPECIAL REQUIREMENTS:

Incumbent shall be subject to specialized training, background reviews and confidentiality and compliance requirements as outlined by the Chief - Safety, Security & Emergency Preparedness Officer and other agency user agreements so as to fulfill the duties of the position. The incumbent is considered to be "essential personnel" subject to being held over or called back to a district work location or alternate site at all times. Incumbent may be assigned to the other operational support venues as deemed necessary by department leadership. Position shall be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The position requires compliance with all District policies, regulations and statutes relating to privacy including the Family Educational Rights and Privacy Act (FERPA).

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Master's or other graduate degree from an accredited institution.
- Demonstrated experience in implementing and/or maintaining an Enterprise Risk Management (ERM) or Enterprise Security Risk Management (ESRM) program.
- Prior military experience.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works extensively with district level and building level administrators, staff, and community on all areas of enterprise risk management and emergency preparedness. Responsible for operational implementation of the District's Enterprise Risk Management program and emergency preparedness operations in accordance with all applicable laws, policies and practices.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

2019-2020 Organizational Chart Board Approved: 5/21/2019 Board Adopted: 6/25/2019