



Leadership • Collaboration • Support

**JOB TITLE: Coordinator, Risk Management & COVID-19**

**Classified Management Salary Schedule, Range 14**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Under general supervision, supports the Associate Superintendent and Director of Human Resources in serving all employees; performs responsible and technical functions pertaining to the Solano County Office of Education's (SCOE) risk management program in the areas of general liability, workers' compensation, return to work program, injury and illness prevention, Americans with Disabilities Act (ADA), Fair Employment and Housing Act (FEHA), loss recovery and related areas of risk identified to SCOE needs. Additionally, will perform a wide variety of specialized tasks related to responding to the ongoing Coronavirus Disease 2019 (COVID-19) pandemic and its impact on students, staff members, and County Office of Education operations. This includes facilitating and coordinating the County Office of Education's COVID-19 safety, emergency, and response plans. The position will require working closely and collaboratively with the Assistant Superintendent of Community Engagement and Emergency Management to support emergency management, and systems for emergency planning, preparedness, prevention, intervention, response, and recovery efforts in order to incidents related to the pandemic and other safety and wellness areas of need for students, staff and educational partners.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, organizes and directs the activities and operations of SCOE's risk management program; implements and administers the SCOE's safety program in collaboration with other SCOE team members; oversees SCOE's site-based illness and injury prevention programs.
- Oversees the implementation and administration of safety and insurance for workers compensation, and student accident insurance.
- Manages workers' compensation procedures, oversees employee leaves of absence, and works with agencies regarding potential unemployment claims.
- Prepares and distributes correspondence relative to workers' compensation, leaves, employee wellness and sustainability issues.
- Serves as liaison between insurance carriers, including workers' compensation and other SCOE staff related to claims and safety hazards; serves as SCOE's ADA and FEHA Compliance Officer; coordinates SCOE's interactive process and reviews requests for

reasonable accommodations meetings and makes recommendations.

- Reviews employee work-related claims and may assist in the investigation of the facts surrounding the claim; prepares follow-up reports for review and actions as needed.
- Works with complex information management systems, stores and retrieves important documents related to claims and classified personnel.
- Communicates with SCOE administrators, Human Resources, service providers, public agencies, attorneys, insurance companies and other outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
- Coordinates with North Bay Schools Insurance Authority (NBSIA) regarding employee education and acts as liaison between SCOE employees and outside agencies to provide clarification of risk management procedures.
- Develops and monitors Risk Management Program budget; controls and authorizes expenditures in accordance with established parameters.
- Coordinates trainings on various risk management issues such as: safety, disability discrimination, sexual harassment, workers' compensation, loss control.
- Coordinates the dissemination of employee education brochures and policies pertaining to sexual harassment, discrimination, and compliance with Americans with Disabilities Act to all SCOE employees each year.
- Utilizes knowledge base, training, current California Department of Public Health (CDPH) and Local Health Agency (LHA) guidance to accurately answer staff and community questions and maintains updated knowledge of the program, including its policies and procedures.
- Collects, records, enters and maintains accurate information on COVID-19 cases into County Office of Education and County systems.
- Disseminates outgoing communications with employees who have been identified as COVID-19 positive or as a close contact of an individual who is confirmed to be COVID-19 positive as needed.
- Coordinates SCOE's COVID-19 testing program and directs the work of testing center staff members.
- Responds effectively and considerately to all forms of communication and consults with other SCOE team members when needed to gather pertinent information before responding.
- Handles inbound and outbound communication in a courteous, timely, and professional manner in order to help resolve issues that may arise.

- Serves as a contact and recorder in SCOE's internal emergency response communication hub, routing to appropriate supports, and helping to assess ongoing needs and systems.
- Collaborates on SCOE's safety and wellness planning and assessment teams and coordinates implementation, trainings, maintenance and sustainability of integrated systems, policies, processes and procedures around safety, emergency response, mental health and wellness for students and staff.
- Contributes to the development of communication plans around risk management, safety, emergency response and other related areas.
- Follows all required scripts, policies, and procedures.
- Adheres to all attendance and work schedule requirements.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

### **EDUCATION and/or EXPERIENCE**

- Evidence of successful school, district, or county office of education leadership in educational programs.
- Bachelor's Degree preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Driver's License.

### **KNOWLEDGE OF:**

- Knowledge of County Office of Education policies, procedures, memorandums of understanding and collective bargaining contracts relating to risk management issues, specifically pandemic-related issues.
- Knowledge of current pandemic-related guidance provided by the Centers for Disease Control (CDC) and Prevention, CDPH, Solano County Department of Public Health (SPH), SCOE, and other agencies providing pandemic-related guidance and support.
- Proficiency with computers, web-based applications, and accurate data entry into electronic tracking systems.
- Excellent interpersonal skills and ability to interact professionally with culturally diverse individuals during a time of crisis and distress.
- Excellent organizational and communication skills.

**ABILITY TO:**

- Ability to show empathy to distressed individuals and assist with identifying solutions to problems identified.
- Ability to use sound judgment and work independently with minimum direction within the framework of established guidelines.
- Communicate effectively both verbally and in writing with all levels of district staff and the community.
- Read, learn, interpret, and apply complex federal, state, and local regulations.
- Research, investigate, and prepare a variety of reports; prepare and conduct training programs, and presentations, including speaking to the Board of Education and employee groups.
- Work independently, with minimum direction, and make decisions within the framework of established guidelines.
- Work effectively and cooperatively with all levels of County Office of Education staff and parents.
- Establish and maintain records and maintain confidentiality of privileged information obtained in the course of work.
- Maintain consistent, punctual, and regular attendance.
- Maintain and verify accuracy and completeness of records.
- Meet schedules and deadlines.
- Plan and organize work.
- Follow-through with directives.

**SUPERVISION RECEIVED**

Employees in this classification receive limited and general supervision.

**SUPERVISION EXERCISED**

None.

**PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing (15%)      Walking (15%)      Sitting (70%)

Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-40)		Lifting (2)	Bending (3)	
Pushing and/or pulling loads (1)		Reaching overhead (2)	Kneeling or squatting (2)	
Climbing Stairs (2)		Climbing Ladders (0)		