



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director of Records & Risk Management**
Job Family: **Administrator**
Prepared/Revised Date: **January 1, 2018**

FLSA Status: **Exempt**
Pay Range: **Grade J**
Job Code: **33901**
Days: **260**

SUMMARY: Under the general direction of the Executive Director of Human Resources and working closely and proactively with Legal and Policy Counsel, the Director of Records & Risk Management is responsible for: (1) the District's risk management program, applying and assuring compliance with federal and state laws, Board and Superintendent Policies, District Administrative Guidelines and other regulations relative to risk management, in order to promote a safe educational and work environment; and (2) responsible for the District's records management program, including supervision of the District's Records Center; developing and implementing procedures, guidelines and controls for storage, retrieval, tracking, filing and destruction of District records.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Assess and evaluate the District's exposure to risk. Recommend and implement risk avoidance, risk transfer, risk sharing and risk financing options for District operations and monitor for effectiveness. Analyze and determine the District's potential liability and identify safety concerns in school activities and events. Provide assistance, guidance and expertise to administrators and staff on issues related to insurance and risk identification. Recommend alternatives to mitigate or eliminate potential risks.
2. Analyze the District's claims, losses and accident history and identify methods to eliminate, minimize or indemnify risks or possible losses. Determine appropriate combination of conventional insurance, pooling and self-funding as well as retention levels and deductibles for the District's workers' compensation, property, casualty and general liability programs, and other exposures. Manage large claims and coordinate with various agencies, such as National Flood Insurance Program, Federal Emergency Management Agency, and the District's insurers, when appropriate. Evaluate the impact of new and proposed legislation on the District's insurance and safety programs and make recommendations for District compliance.
3. Work with insurance adjusters and/or outside legal counsel to investigate incidents that have led to a claim against the District. Identify employees that may have documents related to potential litigation against the District, notify these employees of their obligation to preserve such documents in face-to-face meeting and email routine reminders. Schedule and attend staff interviews with the District's outside legal counsel. Assist in preparing cases for trial or other legal action including responses to discovery requests, interrogatories and other documentation. May witness depositions and/or represent the District in arbitrations, pre-trial hearings and settlement conferences. Oversee the District's self-insured workers' compensation program.
4. Serve as lead for the Human Resources Department in evaluating requests for accommodation under the Americans with Disabilities Act. Work with the appropriate Human Resources Manager to determine essential functions of the specific job. Through the interactive process, evaluate how the disability or impairment affects the employee's ability to perform the essential functions and identify potential accommodations. Make recommendations to the Executive Director of Human Resources regarding reasonableness of potential accommodations. Coordinate implementation of approved accommodations.



Description of Job Tasks

5. In consultation with Legal and Policy Counsel, work with the records custodians in the District's various schools and departments to coordinate the District's responses to requests made for public records under the Colorado Open Records Act (CORA) and in some instances, the Family Education and Privacy Rights Act (FERPA). Gather and review requested records to determine if records are responsive, privileged and/or confidential or otherwise subject to withholding and the legal basis for withholding. Determine if records containing such information should be withheld in their entirety or redacted. Prepare records for the requestor. Develop appropriate search parameters and conduct searches in the District's e-mail system utilizing Microsoft's e-Discovery tool.
6. Establish and review insurance requirements for District contracts, agreements and purchase documents.
7. Implement and administer the District's Risk Management Insurance System (RMIS). Utilize the RMIS to compile and analyze data for the purpose of developing and recommending safety programs, administrative guidelines and procedures related to risk. Monitor and track deadlines for claims and legal cases. Monitor and track certificates of insurance required for agreements, contracts, activities and facility use.
8. Review all requests for overnight field trips. Make recommendations to the appropriate assistant superintendent of schools to approve, revise or deny requests. Review applications for school-sponsored and student-initiated and led clubs to ensure compliance with District Policy and federal law. Discuss any concerns with the assistant superintendent of secondary schools. Maintain a list of approved clubs.
9. Provide technical assistance and advice to schools and to the assistant superintendents regarding fees and charges helping to ensure legal compliance. Maintain the District-Wide and Schools' Schedules of Fees and Other Select Charges.
10. Manage the District's Automated External Defibrillator program ensuring compliance with state law.
11. Serve on the District's Crisis Response Team (DCRT) and as a "Designated Recipient" for the District's whistleblower hotline.
12. Attend work and arrive in a timely manner.
13. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business administration or similar field, Master's degree preferred.
- More than five years of experience in administering risk management programs.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Associates Risk Management (ARM) or Certified School Risk Management (CSRM) or other similar certification is highly desirable.
- Criminal background check required for hire.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.



- Ability to work independently.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Knowledge of the Colorado Workers' Compensation Act, Family and Medical Leave Act and Americans with Disabilities Act.
- Knowledge of the Colorado Governmental Immunity Act preferred at hire.
- Ability to perform e-mail searches in the District's IT system, including developing search parameters designed to produce emails responsive to a request under CORA or for discovery in legal proceedings.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook and/or other department software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, scanner, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Risk Management Specialist	1
	Records Manager	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate				X
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	