

Job Description

Job Title: Senior Manager – Risk Management

JTC: CQC

Salary Range: N06

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provides guidance and leadership in the delivery of services based on functional area of focus ensuring that organizational/district initiatives are met.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates knowledge of policies and procedures that affect clients and/or employees, applying them fairly and consistently; ensures compliance with local, state and federal laws and regulations; and applies best practices that are in direct support of the overall vision, mission and goals of the organization and/or district. Is knowledgeable about and can clearly represent own area of responsibility, seeking new knowledge and tools to advance the objectives of the organization.

Cultivates alliances across internal and external boundaries in order to build and maintain strong working relationships. Acts as a trusted advisor, inspires confidence and model's integrity in decisions, communication and treatment of all individuals internal/external to the college community. Protects the privacy and confidentiality of employees, students and others. Creates a work environment that embraces and appreciates diversity. Enables employees and/or students to grow and succeed through positive feedback and instruction.

Maintains consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner. Demonstrates an understanding of diversity and values differences. Promotes positive staff, customer and community relations by communicating organizational and departmental plans and priorities on a regular basis.

Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple assignments and projects, create detailed actions plans, as well as the ability to adapt to changing priorities, deadlines and directions.

Clarifies and communicates performance expectations, objectives and roles, effectively transmitting ideas, instructions and information through clear, concise written and verbal communication. Makes decisions that are based on thorough analysis of issues and uses sound judgment. Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community. Must be able to provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus four (4) years of work related experience. Official transcripts are required. Special licenses or certifications may be required depending on the nature of the position. Must have valid driver's license if traveling to off-site locations. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for assisting, initiating, developing and maintaining a safe environment and infrastructure for the DCCCD, which includes assessing liability, worker's compensation and risk management efforts. Responsible for managing, developing and implementing the District's worker's compensation policy, claims, reporting, billing and state reporting. Required knowledge and understanding of the Third Party Administrator (TPA) software system to obtain information for monitoring and tracking of claims.

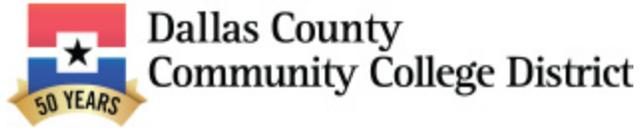
Responsible for processing insurance coverage for the District by the preparation of the appropriate request for proposal (RFP's) and assists in monitoring and maintaining insurance coverages for enforcement, sufficient scope of required coverages and limitations of the coverage. Investigates liability and worker's compensation claims as well as assisting with issues related to employee privacy and security. Ensures worker's compensation claims are reported, processed and handled in accordance with the state and federal law. Manage and audit payments made from the Districts trustee account.

Builds strong professional relationships with brokers, underwriters, internal and external constituents. Remains current on Workers Compensation laws to ensure District is compliant with state laws. Analyzes complex issues and recommends a solution to negotiate a resolution for individuals and/or teams. Identifies priorities, delegate's tasks and evaluates results to improve future endeavors.

Ensures the District is compliant with state and federal laws, rules and regulations at all Human Resource locations, the District drivers, external TPA's, Attorneys, and nurse case managers etc. Assists with monitoring and evaluating the effectiveness of the program; including but not limited to, working with Legal, Internal Audit, senior leadership and other personnel both internal and external to the organization as appropriate.

Strong communication skills to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques interacting with a diverse population. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as required.



The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description.