

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION<sup>1</sup>

JCN: 546  
RANGE: 169  
EXEMPT

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### SAFETY AND RISK MANAGER

#### BASIC FUNCTION:

Under the direction of the Executive Director, Facilities and Operations, develop, plan, coordinate, and implement disaster, emergency preparedness, and safety programs for the Office of the Fresno County Superintendent of Schools ("FCSS"); ensure all programs comply with applicable laws, regulations, and guidelines; perform responsible and highly technical functions pertaining to Risk Management Programs in the areas of liability, workers' compensation, return to work program, Injury and Illness Prevention Plan ("IIPP"), Workplace Violence Prevention Plan ("WVPP"), and Comprehensive Safe School Plan ("CSSP").

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

- Assist in the development, maintenance and management of the IIPP and WVPP, train staff on recognizing and preventing workplace violence, and respond to and investigate incidents of workplace violence; ensure employee awareness and compliance.
- Assist in the preparation and management of budget for the assigned area; recommend resource allocations and funding for emergency activities and supplies; monitor expenditures.
- Assist school sites in creating procedures for safe ingress and egress for students, parents, employees, and volunteers; develop goals to establish a safe and orderly learning environment, considering the unique cultural and physical characteristics of each campus.
- Communicate with administrators, Human Resources, service providers, public agencies, attorneys, insurance companies, and other organizations to coordinate activities, resolve issues, and exchange information.
- Conduct assessments of all disaster equipment and supplies; implement systems to maintain adequate supplies and equipment.
- Coordinate emergency planning efforts with medical, health, and public safety agencies throughout Fresno City, in collaboration with other departments including Pupil Personnel Services and Human Resources as well as federal and state governments.
- Create and develop written documents, including comprehensive safety plans, training materials, presentations, and communication plans for risk management, safety, emergency response, and other related areas.
- Develop and deliver meetings, workshops, and training sessions for the FCSS, school districts, charter schools, and other personnel on school safety topics, including Comprehensive School Safety Plans (CSSP), Incident Command Structure (ICS), Emergency Operations Center (EOC), crisis intervention, crime prevention, active shooter preparedness, safety, and hazard identification and risk assessment.
- Develop and implement disaster and emergency response plans; conduct and lead drills and simulations to prepare students and staff; coordinate with local emergency services and agencies; coordinate emergency supplies.
- Identify and assess risks associated with school operations and activities; develop strategies to mitigate risk; monitor and report on risk management activities.
- Identify available state and federal funds; prepare grant proposals and reports.
- Maintain comprehensive records of all workers' compensation claims, ensuring confidentiality and compliance with legal requirements; conduct routine reviews and audits of workers'

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compensation cases to identify trends, recommend improvements, and ensure adherence to best practices.

- Manage workers' compensation claims ensuring timely and accurate processing in accordance with state and federal regulations; facilitate communications between injured employees, medical providers and Human Resources to streamline the claims process and resolve issues that arise; work collaboratively with Human Resources regarding relevant leave policies and the interactive process for employees with work-related injuries, when applicable.
- Organize efforts to periodically inspect workplace facilities and grounds for potential workplace violence hazards; address any report or concerns of workplace violence hazards; take action to immediately abate or suspend operations for corrective measures.
- Oversee and document student and non-employee incident and accident reports, insurance claims, vehicular accidents, and other incidents.
- Oversee and maintain the development and implementation of the CSSP template; provide training on the use of the template to staff, as assigned; ensure each site has appropriate safety and crisis preparation plans.
- Oversee the implementation and administration of safety protocols and manage insurance for workers' compensation and student accident insurance.
- Participate in county and regional emergency response.
- Provide leadership and assistance to school districts in the planning and implementation of disaster and emergency preparedness plans and programs, as assigned.
- Regularly update and maintain the FCSS COVID-19 Safety Plan Toolkit, ensuring it provides current information, guidelines, and resources addressing preventive measures, response protocols, and supports students, staff, and the community.
- Respond to emergencies outside of normal business hours.
- Serve as the FCSS liaison with law enforcement and first responders; maintain collaborative and effective working relationships; monitor and report on crime statistics at FCSS schools and related functions; serve as a liaison between the Facilities and Operations Division and various departments to leverage systems of support for crisis interventions.
- Serve as the FCSS's representative to California Department of Education County Office of Education Emergency Coordination Group.
- Serve as the Safety Committee Coordinator.
- Serve on various boards, commissions, and committees; attend and participate in professional group meetings; stay updated on new trends and innovations in emergency planning, crisis and disaster response, safety, and wellness.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Applicable laws, codes, regulations and procedures related to emergency services and school and student safety.
- Basic budget preparation and control.
- Community based organizations, educational agencies, law enforcement agencies and other local, state and federal agencies.
- Community resources.
- Comprehensive School Safety Plans (CSSP).
- Crisis management methods and procedures.
- Emergency Operations Center (EOC).
- Emergency response master plans.
- Incident Command Structure (ICS).
- Injury and Illness Prevention Program (IIPP).
- Public safety practices.
- Workplace Violence Prevention Program (WVPP).
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

##### ABILITY TO:

- Conduct presentations, trainings, and workshops.
- Identify the appropriate response to extraordinary emergencies.
- Maintain awareness and knowledge in safety related legislation and regulations and guide FCSS implementation.
- Prepare complex records, reports, grant proposals, and contracts related to disaster, emergency preparedness and safety programs.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- Bachelor's degree in business, human resources, risk management, organizational psychology, security and/or related field.

### **EXPERIENCE:**

- Four years of responsible experience involving emergency preparedness, safety, wellness and risk management.

## **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

## **APPROVED:**

Effective: 07/01/2024