**POSITION OBJECTIVE:**
The job of Risk Manager and Title IX Coordinator is done for the purpose/s of ensuring that departmental work goals are met; that services are provided in an efficient and effective manner; that staff utilizes appropriate procedures and safe practices; and that overall risk exposure is reduced, directing and organizing an overall risk management program. Ensures compliance with district Title IX complaint investigation process and monitors compliance with applicable laws.

**DUTIES & RESPONSIBILITIES:** (These duties are a representative sample; position assignments may vary.)

1. Create business systems to efficiently address risk and liability and process liability claims under the Arizona Risk Retention Trust.
2. Maintain accurate and complete data on risk/liability events and report quarterly to General Counsel regarding adverse events and trends.
3. Investigate potential liability events in collaboration with District departments.
4. Liaison with Arizona Risk Retention Trust in order to effectively process loss and adverse event claims.
5. Exercise consistently sound discretion and judgement in the management of claims and Title IX complaints.
6. Attend various meetings for the purpose of addressing liability concerns, providing and/or receiving information.
7. Implement in-service training programs on health and safety for the purpose of reducing the incidents of accidents and meeting State and Federal guidelines.
8. Develop and deliver staff training on Title IX requirements and compliance related to students.
9. Oversee Title IX complaint investigations related to students.
10. Responsible for researching and keeping abreast of changes in the law impacting District liability and communicating changes to appropriate departments.
11. Prepare various documents for the purpose of providing information required of State/Federal agencies and appropriate District personnel and/or developing contract specifications.
12. Provide input on District policy
13. Provide training for District staff
14. Receive requests for facility rental and other events, assess risk and provide permissions consistent with District policy and procedure.
15. Develop procedures as necessary for the efficient and consistent management of liability and risk
16. In conjunction with general counsel, recommend claim settlements for the purpose of efficient utilization of District financial resources.
17. Research claim trends, laws, regulations for the purpose of implementing remedial programs and recommending alternative courses of action to reduce incidents of claims.
18. Respond to safety or environmental concerns for the purpose of investigating and/or recommending remedial actions.
19. Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
**EDUCATION & EXPERIENCE:** (positions in this class typically require):

Education: Minimum of a Bachelor’s Degree in Risk Management or a related field of study required.
Experience: Five years’ experience in the risk management field or equivalent legal or professional training.

**LICENSING REQUIREMENTS:** (positions in this class typically require):

Licensing Requirements:
- Legal or insurance background required.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:
- Specialized principles and practices in the area of risk assessment and management and knowledge of Title IX compliance.
- Customer service principles.
- Modern office equipment.
- Applicable Federal, State, and local laws, requirements, and regulations.
- Basic mathematical principles and concepts.
- Intermediate legal research skills.
- Proficiency in written communication.
- Experience with databases and management.
- Experience in delivering training to staff on relevant practices and procedures.

**SKILLS:** (position requirements at entry):

Skill in:
- Using a computer and related software applications.
- Independently managing complex caseload involving multiple projects simultaneously.
- Ability to consistently meet deadlines.
- Analyzing and compiling information.
- Developing reports.
- Public speaking and presentation skills.
- Providing excellent customer service.
- Maintaining records.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
- Demonstrated ability to manage a broad range of insurance matters.
- Technical competence in the principles of insurance, processing claims, analyzing risks and negotiating and administering insurance contracts.
- Demonstrated ability to work effectively with the community, management, and staff.
- Competence in legal research
- Demonstrated ability to collect and maintain data
- Knowledge of Title IX investigations and compliance
**PHYSICAL REQUIREMENTS:**
Positions in this class typically require reaching, standing, walking, finger dexterity, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**NOTE:**
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**RTW: Return To Work Retiree**