

MANAGER, CONTRACT & RISK MANAGEMENT

DEPARTMENT: Business Services

COLLEGE: Central Services

SALARY GRADE: [A2/A3 - H](#)

POSITION PURPOSE:

Under the general direction of the Director of Purchasing, Contracts and Risk Management, the Contracts & Risk Manager is responsible for contracts and managing risk management programs district-wide. This position reviews and negotiates contracts to assess appropriate legal form to minimize exposure to risk and liability in the event of contract default, and to ensure that the staff, students, public and district's assets are adequately and appropriately protected.

NATURE and SCOPE:

This position is responsible for assisting the Director in the development of the risk management budget. Works with attorneys, adjusters, and investigators in handling claims and lawsuits against the district, keeps district staff aware of situations that could expose the district to loss of property, liability, and litigation. Approves the settlement of claims against the district up to \$5,000 and assists in the preparation, analysis and recommendation to the Board of Trustees for the disposition of other claims against the district. Negotiates certain contracts and makes recommendations to the Director, and/or Vice Chancellor of Business Services. Develops and recommends appropriate insurance coverage and self-insured retention programs. Coordinates and maintains the district's emergency plan. Provides district wide leadership for safety, ergonomic evaluations and loss prevention.

KEY DUTIES and RESPONSIBILITIES:

Contracts:

1. Develop document for contractual agreements between the district/colleges and various vendors including, but not limited to maintenance contracts, service contracts, performance contracts, lease agreements and Independent Contractor Agreements.
2. Explain and interpret rules, regulations, policies, and procedures pertaining to contractual agreements to district personnel and representatives of other agencies.
3. Confer with and advise college officials on contract requests, and on the development, preparation, interpretation, and revision of technical specifications for the procurement and lease of materials and services for compliance with law and district policies.
4. Act as a liaison between the district and external agencies, including school districts, city and state governmental agencies.
5. Assist in the resolution of complex problems and issues over contractual interpretations between vendors and users regarding deficiencies in quality of goods or services received by the district, terms and conditions, and completion of projects.
6. Evaluate vendor and product performance as necessary; compare performance to

standards, specifications and terms of contracts; take appropriate action; maintain insurance records for active vendors as appropriate.

7. May administer contracts as assigned.

Risk Management:

The following duties and responsibilities are typical but not limited to the following:

1. Plan, coordinate, manage, and evaluate the functions assigned to the risk management section including safety, property and liability.
2. Develop, review, place, and monitor all insurance policies and self-insured retention programs for the District including student health, accident, and athletic policies, and act as liaison between District and insurance carriers.
3. Disseminate information throughout the district regarding the District's insured and self-insured programs, coverage, and procedures to address claims and minimize exposure to potential losses.
4. Manage all property and liability claims and lawsuits against the district, work with insurance providers to report and investigate all claims. Minimize property loss.
5. Meet with District managers, appropriate legal counsel, and individual companies contracting with the District to discuss, evaluate and mutually determine appropriate action with regard to contracts, insurance, litigation, and risk matters.
6. Serves as the district safety officer, coordinating a safety program that complies with legal and regulatory standards that apply to the district. Act as the district liaison with agencies such as OSHA, CHP and County of Santa Clara Health Department, Office of Emergency Services, and American Red Cross.
7. Assures compliance with the District's Injury and Illness Prevention Program (IIPP) by providing motivation, incentives and appropriate training to staff; maintaining a safe work environment enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
8. Identify staff training needs for loss prevention and safety compliance. Develop/deliver training programs or outsource training as deemed appropriate.
9. Coordinates the preparation and maintenance of the district's emergency plan in conjunction with College Police and Safety staff, Facilities, District administration, and appropriate consultants and contractors.
10. Assists with the implementation of the district's hazardous materials management program.
11. Analyzes, prepares reports and present information regarding risk management matters to Board of Trustees, management, staff, governance groups and agencies.
12. Develops and recommends policies and/or procedures to respond to new regulations working within college and district governance structure.
13. Assist in development of the district's risk management related budget and expenses.
14. Maintains current, accurate and meaningful insurance, premium, legal, loss, claims and related statistical risk management records.
15. Support, implement, and promote compliance with the District's Diversity and

Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.

16. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Policies, standards, laws, regulations and practices pertaining to risk management, safety, insurance, loss prevention, claims management, tort claims.
2. California Education Code, government code and public contract code pertaining to community college operations.
3. Contract law and contract document development.
4. Risk management specializing in liability and property coverage.
5. Principles and practices of large complex organizations with multiple physical locations and building structures (experience with higher education desired).
6. Technology, computers and software commonly used in modern risk management office environment.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex reports, proposals and presentations.
3. Analyze complex data and information and prepare reports, recommendations and proposals.
4. Understand, interpret, explain and apply laws, rules, policies, procedures and regulations.
5. Work effectively with diverse students, staff, faculty and administrators individually and as team members, including contractors and their representatives, and legal advisors..
6. Develop and implement strategic planning and management processes.
7. Implement concepts of shared governance.
8. Represent and promote the interests of the District in the administration of contract and risk management programs.
9. Handle difficult and sensitive issues and problems and resolve conflicts.
10. Train, assign, supervise, evaluate and develop staff, if applicable.
11. Work independently with little direction.

Education and Experience:

1. Bachelor's degree from an accredited college or university with major coursework in business, public administration, or a closely related field with emphasis on insurance,

risk management, or contract law.

2. Three years of experience in risk management, insurance, claims management, and contracts including interpreting, preparing, assisting in negotiation and processing of contracts.
3. Evidence of successful completion of supplemental training in areas related to risk management such as safety, hazardous materials, insurance, torts, claims, benefits and purchasing (equivalent to 45 Qtr or 30 semester units).

Preferred Qualifications:

1. Associate in Risk Management (ARM) or Certified Safety Professional (CSP).
2. Knowledge and experience in legal system for contract issues and small claims court and lawsuit process.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to some physical activities.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: 2019

Creditable Service: PERS