



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Senior Risk Management and Compliance Analyst
Payroll/Personnel Type:	12 Month
Job 3:	8926
Reports to:	Chief Financial Officer
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Under the direction of the Chief Financial Officer, the risk manager will organize, direct and oversee the insurance, risk management and compliance administrative functions within the District through the development and implementation of programmatic standards and procedures of operation. The risk manager, collaborating with leadership from academic, operations, and technology will identify and evaluate District exposures to loss and risk, as well as analyze loss trends and develop loss and risk control and compliance strategies

Essential Functions:

- Develops, for management's approval, the framework of the District's risk management policy and implements plans needed to carry out those policies
- Identifies existing and potential risks involving the District and assures compliance with insurance requirements of all laws and regulations
- Prepares proposals for purchase of insurance to brokers and insurers; and negotiates insurance policy terms and conditions with brokers and insurance companies
- Prepares and files all state worker's compensation self-insurance related documents
- Handles electronic filing of liability claims for Medicare 1111 reporting
- Drafts, approves or disapproves insurance and indemnity provisions for contracts and lease agreements in conjunction with outside counsel
- Prepares procedures, manuals and guides; prepares operational and risk reports for management analysis; and prepares
- Recommends and administers total cost of risk budget
- Coordinates and negotiates claims with property and casualty insurance companies
- Serves as chairperson of the District's safety committee
- Provide in-service programs for District staff for risk management, safety, procurement and compliance
- Perform risk assessments for District facilities
- Write monthly Safety Newsletter
- Prepare monthly Safety Data Reports for the Safety committee and the schools
- Research and develop Request for Proposals (RFP) and supporting documentation
- Facilitate RFP activities including bidders' conferences, bid openings, and bid evaluation
- Deposit all bid deposits and release funds when appropriate
- Develop and process urgent and emergency contracts
- Research and develop smaller contracts which do not go through the formal RFP process
- Acts as primary purchasing liaison for Technology, Human Resources, Athletics, Special Education, Institutional Advancement and Finance
- Route contracts for vendor signature and authorizing signatures



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- Facilitate the development, revision and movement of Board Resolution through the resolution development process
- Facilitate responses to annual auditor requests
- Provide monthly safety data reports to each school

Knowledge, Skills, and Abilities:

- Ability to effectively analyze factors concerning risk, liability, safety and occupational hazards
- Must demonstrate effective identification and problem-solving skills
- Excellent written and verbal communications skills
- Excellent experience and skills in the use PC and Microsoft Office, Word, Excel, and Outlook
- Ability to establish and maintain effective working relationships with employees, other agencies/organizations and the public
- Must project professionalism coupled with strong leadership qualities

Experience:

- Demonstrated leadership skills or supervisory experience
- Demonstrated ability through past experience to be creative thinker who is able to influence and initiate change and generate new ideas, and to influence by building confidence, trust and respect

Education:

- Bachelor's Degree and at least ten years' experience as a risk manager or compliance officer
- OR An advanced degree in Risk Management
- OR Related field and three years or related experience

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

