

PROPERTY/LIABILITY PREVENTION AND COMPLIANCE SPECIALIST (Liability) SCHOOLS INSURANCE AUTHORITY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Develops and implements the Property and Liability Prevention and Compliance program in conjunction with the Director of Prevention Services; supports, advises and educates member school district/COE's regarding a broad-range of liability-related risk and claim exposures including the Americans with Disabilities Act (ADA) Title II and comparable state disability discrimination rules and regulations; assists districts in the evaluation, development, and implementation of proactive efforts and measures to reduce overall risk and claim exposures through compliance and prevention; advises districts on current California Building Code Title 24 (CBC) and federal ADA Standards for Accessible Design accessibility building code standards to help reduce or prevent facility-based disability discrimination liability risk exposure; performs site evaluations, assessments and analysis to identify liability-related compliance concerns and advise on measures to achieve compliance.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Implement and oversee the ADA Specialist program; provide information, support, and resources to district staff and district ADA coordinators; make recommendations for changes and improvements to existing policies, and procedures.
2. Create, gather and distribute information related to ADA-related compliance including building standards, school Title II program accessibility principles and requirements, ADA transition plans and emergency evacuation planning; maintain all member district/COE accessibility survey and ADA transition plan reporting and records.
3. Provide, interpret, and explain ADA Title II and comparable state disability discrimination rules and standards to member districts; review, evaluate, and recommend changes to district programs and facilities.
4. Attend Certified Playground Safety Inspector (CPSI) course and become certified as CPSI play area inspector; perform CPSI inspections at member districts/COE's play areas in conjunction with other SIA playground inspection staff; maintain CPSI certification with every three-year renewal.
5. Develop a general understanding of school compliance and regulatory related issues- Research, create, gather and distribute information/resources to support members as directed.
6. Provide information, resources and support to member districts/COE's on indoor air quality, storm water monitoring, and other related concerns; coordinate with SIA-hired service provider to provide professional expertise and monitoring capabilities as needed.
7. Develop foundational knowledge to perform SIA Site Safety Inspections (SSI) and similar property protection inspections (i.e. wildfire protection); work with Prevention Services SSI Coordinator to provide backup or overflow SSI inspections on an as needed basis; generate reports based on field inspection findings.

8. Develop and deliver informational materials and presentations for district representatives.
9. Maintain awareness of new trends and developments in the field of ADA accessibility and related property and liability risk exposures and prevention practices; monitor CBC Title 24 intervening and every 3-year code cycle update process for changes and updates including for relevant accessibility building standards; monitor U.S. Access Board and Dept. of Justice for additions and updates to federal ADA building standards.
10. Regularly review Division of State Architect (DSA) Project Tracker database for pertinent new construction and major alteration projects within member districts/COE's; coordinate with SIA Property Program Administrator on district Course of Construction (COC) monitoring and project detail tracking to update SIA Property Appraisal database; review School Accountability Report Card (SARC) report required by Williams Act for relevant information included within the School Facility Conditions and Planned Improvements section.
11. Perform various field work with district staff including individual project accessibility review, perform accessibility surveys and broad district-wide review of individual district facility accessibility status for purposes of risk identification and remediation prioritization.

QUALIFICATIONS

Knowledge of:

- Office procedures, methods and equipment including computers and applicable software applications.
- Principles, practices, and processes of accessibility programs.
- Modern filing techniques.
- Principles and practices of phone etiquette.
- Principles and practices of customer service.
- Pertinent federal, state, and local laws, codes, and regulations.
- English usage, spelling, grammar and punctuation.

Ability to:

- Perform a wide variety of professional, technical, and clerical duties in support of an assigned function.
- Prepare, review, and analyze files, records, summaries, and reports.
- Follow oral and written directions.
- Work independently in the absence of supervision.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Operate office equipment including computers, tablets, and supporting software applications.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Perform site and facility reviews at district sites including climbing steps, bending, walking and standing for prolonged periods.
- Effectively use all tools of the trade including tape measure, digital level, door pressure gauge, contour gauge and computer tablet.
- Review, analyze and apply CBC/ADA building standards in field review setting with district staff.
- Develop, analyze, and recommend liability-related and accessibility programs and procedures.
- Coordinate directly with member district M&O, Facilities, Risk Management and other staff on liability-related questions and concerns including facilities projects and program accessibility.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is outlined below. If necessary, a candidate/incumbent would need to commit to obtain the preferred/required education/training provided by SIA in order to be successful in the position.

Education/Training:

- Bachelor’s degree (B.A. or B.S.) preferred.
- California Certified Access Specialist (CAsp) preferred.
- Certified Playground Safety Inspector (CPSI) preferred.
- Associate in Risk Management (ARM) certification or comparable preferred.
- Certified School Risk Manager (CSRm) certification or comparable preferred.
- Maintain a current valid California Driver’s license.

Experience:

Three years’ experience in the development, implementation, and maintenance of an effective school property loss prevention or facility accessibility program.

Or

Working directly with analysis and application of state and federal laws and regulations pertaining to school property including the California Building Code Title 24, CBC Chapter 11B, and the federal ADA Standards for Accessible Design accessibility building standards.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Standard office setting; exposure to computer screens. Varying amount (25-30% range) of outdoor work and travel to member districts for facility project accessibility review or survey work.

Physical:

Sufficient physical ability to work in an office setting and operate office equipment; sit for prolonged periods of time; light lifting, climbing steps, bending, walking, walking on uneven/unpaved terrain and standing for prolonged periods.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

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