



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

Position Title:	Risk Management Analyst
Payroll/Personnel Type:	12 Month
Job #:	8926
Reports to:	General Counsel
Shift Length:	8 hours
Union Eligibility:	Not Eligible
Starting Salary:	\$80,000 - \$81,608

Position Summary

The Senior Risk Management & Compliance Analyst supports the effective implementation and maintenance of risk management and compliance programs across the Saint Louis Public Schools District. This role works closely with district departments to analyze risks, ensure compliance with applicable laws and regulations, and provide recommendations for reducing liabilities. The position also involves assisting with the development of policies, procedures, and internal controls to enhance operational efficiency and accountability.

Essential Functions:

- Collaborate with departments to identify and assess risks, developing strategies to mitigate potential issues.
- Monitor compliance with district policies, procedures, and applicable regulations.
- Assist in reviewing and drafting contracts, ensuring insurance and indemnity provisions meet district requirements.
- Support the development and implementation of risk management policies and procedures to address operational and safety concerns.
- Conduct risk assessments for district facilities and recommend improvements.
- Maintain records of liability claims, workers' compensation cases, and insurance policy renewals.
- Provide data and reports to inform safety committees and support decision-making processes.
- Support the preparation of documentation for internal and external audits.
- Assist in creating and updating compliance manuals, guides, and training materials.
- Participate in the preparation of requests for proposals (RFPs) and coordinate bid-related activities.
- Collaborate with various departments to ensure appropriate communication and resolution of compliance-related issues.
- Facilitate responses to inquiries from legal counsel, auditors, and other stakeholders.

Knowledge, Skills, and Abilities:

- **Risk Assessment Expertise:** Strong ability to analyze risks, identify vulnerabilities, and propose effective mitigation strategies.
- **Problem-solving skills:** Demonstrated ability to resolve complex issues with practical and innovative solutions.
- **Communication Proficiency:** Excellent written and verbal communication skills to engage diverse audiences effectively.
- **Interpersonal Skills:** Ability to establish and maintain positive relationships with employees, vendors, and other stakeholders.



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- **Technical Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, Outlook) and other relevant software.
- **Attention to Detail:** Strong organizational skills and precision in maintaining accurate records and preparing reports.
- **Team Collaboration:** Ability to work cooperatively within cross-functional teams while maintaining independence in decision-making.
- **Integrity and Professionalism:** Commitment to ethical practices, confidentiality, and maintaining trust in all interactions.

Experience:

- At least 3 years of experience in risk management, compliance, or a related field.
- Experience in creating and implementing policies and procedures preferred.
- Demonstrated ability to handle multiple priorities and deadlines effectively.

Education:

- Bachelor's degree in Risk Management, Business Administration, Public Administration, or a related field required.
- Advanced degree or certifications (e.g., Certified Risk Manager (CRM) or Certified Compliance and Ethics Professional (CCEP)) preferred.

Physical Requirements:

- Must be able to operate standard office equipment and perform light physical activities, such as standing or walking for extended periods.
- Ability to lift up to 10 pounds occasionally.

Working Conditions and Environment:

- Work is primarily performed in an office setting with minimal physical risks.
- Periodic visits to school sites may be required.

Disclaimer:

The duties and responsibilities outlined in this job description are not exhaustive. Additional duties may be assigned as necessary to meet the needs of the Saint Louis Public Schools District.

Equal Opportunity Employer:

Saint Louis Public Schools is committed to providing equal employment opportunities for all individuals, regardless of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.

Saint Louis Public Schools believes in supporting its employees with comprehensive benefits, including fully paid health insurance, pension plans, tuition reimbursement, wellness programs, and federal loan forgiveness eligibility. Visit www.slps.org/careers for more details.

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.



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Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.