

**School District of Santa Rosa County
Job Description**

Risk Management Specialist II

Reports to: Assistant Superintendent, Human Resources	FLSA Status: Non-Exempt
Department: Human Resources	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11030
Position #: 61080	Range: 15

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assist in the coordination and administration of the School Board's group insurance and benefit programs.
- Assist in the development, coordination and administration of annual benefits open enrollment.
- Assist in the development and maintenance of benefit communication materials.
- Conduct employee group benefits meetings.
- Process employee authorizations for sign ups, cancellations, changes, etc. for payroll deducted insurance in compliance with IRS Section 125.
- Maintain and update employee benefit information housed in on-line benefit system.
- Administer, reconcile and post Florida Retirement System receipts and deductions, COBRA payments, retiree and leave of absence insurance payments.
- Monthly reconciliation and processing of insurance payments to vendors.
- Assist in monitoring tax sheltered annuity payroll deductions.
- Process and maintain all records and files related to insurance such as premium payments, claims, accidents, injuries, monies paid or received from or to insurance companies, individuals, loss funds, etc.
- Maintain appropriate privacy and confidentiality of records per HIPAA guidelines.
- Serve as a resource and provide assistance to employees/retirees with questions or issues regarding insurance.
- Prepare and process life insurance claims for beneficiaries of deceased employees/retirees.
- Responsible for timely COBRA notifications and processing.
- Assist in the coordination and administration of the School Board's Drug Free Workplace policy.
- Prepare and provide periodic safety and loss prevention reports and information to all district work sites.
- Assist in coordination and administration of district workers compensation program to include timely reporting of claims and claims management.
- Maintain OSHA 300 log for all district work sites.
- Assist in coordination and administration of district's property, casualty, automobile, liability, catastrophic student accident, flood, and storage tank insurance.
- Coordinate and manage facility use in accordance with School Board Policy 9.30+.
- Process payroll for Risk Management Department.
- Process departmental purchase orders and payable invoices.
- Assist in the preparation and monitoring of the Risk Management Department Budget.

- Assist in compiling and providing requested documents for audits.
- Liaison for vendors of district sponsored group insurance products, individual supplemental life and cancer products, tax sheltered annuities, etc.
- Maintain Risk Management website.
- Serve on the District Joint Insurance Committee as a non-voting member.
- Performs related duties as required or assigned.

Supervision Received:

- Assistant Superintendent, Human Resources
- Director of Employee Evaluations & Accountability
- Human Resource Services Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Six years of experience in responsible secretarial administration with three years experience in employee benefits, insurance plans, worker's compensation or payroll.

Preferred:

Operation of computer/data entry equipment; type

Physical Demands:

Must be able to type, operate a computer/data entry device and standard office equipment; sit for long periods of time; communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.