

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

EMPLOYEE BENEFITS AND RISK MANAGER

QUALIFICATIONS:

- (1) Bachelor's Degree in Business Administration from an accredited institution.
- (2) Three (3) years experience in the field of Employee Benefits and/or Risk Management.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of group insurance benefits, property, liability, worker's compensation, self-insurance programs, and the Florida Retirement System. Experience in benefits administration, flex plan administration, and risk management. Ability to communicate effectively orally and in writing.

REPORTS TO:

Director of Employee Benefits, Assistance and Risk Management

JOB GOAL

To ensure that the proper risk management program and employee benefits package is in effect for the protection of the Board and for the benefit of the employees.

SUPERVISES:

Assigned Benefits, Assistance and Risk Management Support Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Plan, organize and direct the activities related to group health, group life, dental, vision, flexible fringe benefits, student accident, student athletic, property, casualty, liability, worker's compensation, and retirement.
- * (2) Assist with preparation of the annual District budget as it relates to the department.
- * (3) Plan, organize and direct optional insurance payroll deductions.
- * (4) Develop and maintain a system of procedures to administer the employee fringe benefits program.
- * (5) Coordinate the School Boards Comprehensive Self-Insurance Risk Management Program (property, liability and worker's compensation claims).
- * (6) Provide annual updates to the TERMS system pertaining to group benefits (rate changes).
- * (7) Supervise assigned personnel, conduct annual performance

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appraisals, and make recommendations for appropriate employment actions.

Communication

- * (8) Coordinate and communicate all aspects of retirement benefits to School Board employees (regular retirement, disability retirement, early retirement, DROP, etc.).
- * (9) Communicate effectively orally and in writing.
- * (10) Collaborate with other departments or divisions.
- * (11) Respond to inquiries and concerns in a timely manner.

Proactive Orientation

- * (12) Exercise proactive leadership in promoting the vision and mission of the District.
- * (13) Provide leadership for the department.
- * (14) Demonstrate initiative in performance of assigned responsibilities.

Critical Thinking

- * (15) Assist in developing and evaluating bid specifications pertaining to both the Risk Management Program (property, liability, worker's compensation) and group insurance benefits (medical, dental, vision, life, flex benefits).
- * (16) Review and analyze data relative to employee benefits and risk management.
- * (17) Assist in developing the Department's Continuous Improvement Plan.

Continuous Improvement

- * (18) Set high standards and expectations for self and others.
- * (19) Keep abreast of laws, regulations, and policies in assigned area of responsibility.
- * (20) Assist department staff in keeping up-to-date and well-informed about issues and changes in the area of responsibility.
- * (21) Assist school and District staff in keeping abreast of issues and requirements in assigned area.

Facilitation

- * (22) Counsel employees planning to retire on their retirement options.
- * (23) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- * (24) Facilitate problem-solving by individuals or groups.

Managerial

- * (25) Oversee day-to-day operation of the Employee Benefits and Risk Management Department.
- * (26) Oversee the annual open enrollment for the group benefits package and the flexible benefits package.

EMPLOYEE BENEFITS AND RISK MANAGER (Continued)

- * (27) Prepare or supervise the preparation of all required reports and maintain all required records.

Constancy of Purpose

- * (28) Serve on committees, councils, and/or task forces.
- * (29) Exhibit support for the District's vision, mission, goals, and priorities.
- * (30) Serve as a district representative at emergency shelters as determined by the Superintendent.
- * (31) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- * (32) Consult and provide settlement authority for worker's compensation claims and liability claims.
- * (33) Handle confidential information appropriately and professionally.
- * (34) Make and share decisions in a timely manner.
- * (35) Respond quickly to emergency situations.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation or personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Board Action _____
Approved _____
Revised 10/5/04