

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COORDINATOR OF RISK, BENEFITS AND WELLNESS

Required Qualifications:

- Bachelor's Degree in Business Administration or related field and a minimum of three (3) years experience in risk management and/or employee benefits/insurance OR Associate's Degree in Business Administration or related field and a minimum of five (5) years experience in risk management and/or employee benefits/insurance

Desired Qualifications:

- Employee benefit insurance and/or risk management experience
- Associate in Risk Management (ARM) Certification
- Basic knowledge of OSHA safety standard
- Knowledge of state requirements for educational facilities regulations
- Knowledge of federal and state laws and regulations regarding personnel compliance and employee relations

Performance Responsibilities:

- Survey, identify, analyze, and evaluate elements of risk in all phases of School Board operations
- Recommend and implement the most advantageous methods of dealing with all elements of risk of loss for such features as frequency, severity, probability, direct results, and contingent results
- Evaluate effectiveness of various means of risk protection
- Prepare and deliver all information to sites referencing risk management issues
- Respond to information requests from staff, parents and community related to the District's risk management program
- Complete census report annually for life, health, and dental insurance
- Monitor renewals for insurance contracts of third party administrator, student malpractice insurance, underground fuel tanks, student accident insurance, and catastrophic insurance
- Administer School Board Risk Management programs including property, casualty, automobile, workers' compensation, liability, fidelity and employee health, life, disability, wellness, flexible benefit plans, retirement and employee assistance programs
- Pursue recovery of damages to School Board property due to third party negligence
- Perform reviews of losses to determine areas of loss and means of reduction
- Provide training on policies and procedures related to employee benefits and risk management
- Attend legal proceedings including workers' compensation and liability mediation hearings
- Review and revise annually, valuation of all School Board owned property and update property insurance
- Assist in obtaining documents and information related to claims &/or lawsuits involving the District's risk management program

- Act as appeal officer of the Safe Driver Review Committee
- Serve as Chairperson for the Insurance Committee
- Supervise assigned personnel, conduct annual performance evaluations and make recommendations for appropriate employment action
- Perform other duties as assigned by the Executive Director of Business Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Business Services and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Business Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

75034

Board Approved: 08/18/98

Revised: 01/20/09, 03/03/09, 07/27/10, 05/17/11, 06/10/14, 6/23/2015