

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>RISK AND BENEFITS SPECIALIST</b>
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**Required Qualifications:**

- High school diploma
- Two (2) years of employee benefits, insurance, and/or risk management experience
- Knowledge of office practices, procedures and equipment
- Knowledge of and ability to use necessary computer programs
- Ability to work independently and communicate with outside firms and agencies
- Ability to exercise independent judgment and perform complex tasks with minimal supervision

**Desired Qualifications:**

- A.A. Degree or higher
- Strong customer service skills

**Performance Responsibilities:**

- Prepare and deliver all information to sites referencing risk management and employee benefits issues
- Educate members on plan policies
- Analyze, prepare and execute all insurance claims in the areas of workers' compensation, general liability, bus accidents, student accidents and property losses
- Maintain tracking system of all workers' compensation claimants, student accident claimants, all risk management claims, all new hires, retirees, and COBRA participants
- Advise supervisor of all risk management and employee benefits issues through memos, reports and written and verbal correspondence
- Ensure that all employee records and risk management and compliance issues are kept confidential and secured
- Respond, in a timely fashion, to employee questions and concerns referencing risk management, employee benefits and compliance issues
- Deliver presentations concerning risk management, employee benefits and compliance to district employees
- Respond to information requests from staff, parents and community related to the District's risk management program
- Ensure all insurance refund checks are deposited and recorded according to Finance Department guidelines and advise sites of receipt
- Create check request for payments to outside vendors related to claims administration and premiums for insurance policies
- Communicate employee information between third-party administrator and the district's assigned medical care provider

- Assist in obtaining documents and information related to claims &/or lawsuits involving the District's risk management program
- Process certificate of insurance requests
- Provide training as needed for all site risk management and employee benefits coordinators
- Provide annual update to Payroll regarding benefit and premium changes
- Establish and maintain all risk management, employee benefits and compliance files
- Ensure that benefit deductions are processed each payroll, amounts are implemented correctly and insurance programs are put into effect as soon as employees are eligible
- Process all benefit changes for resignations in compliance with Federal COBRA laws; track monthly contributions, if applicable
- Process all benefit changes for all retirees in compliance with Florida Statutes as well as Board policy and work with Florida Retirement System on implementing changes
- Participate in the District's annual open enrollment
- Prepare direct pay spreadsheets and update tracker for all retiree direct pay members
- Interpret, explain and enforce the benefit packages and deduction policies and procedures utilized in the school system. Report all changes to insurance companies and maintain current and accurate databases on all employees
- Interface with employees and insurance carriers in resolving any problems that may arise
- Provide creditable coverage information for employees on Medicare
- Sustain focus and attention
- Perform other duties as assigned by the Coordinator of Risk, Benefits and Wellness 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 Coordinator of Risk, Benefits and Wellness and/or designee

**Evaluation:**

Annual evaluation by the Coordinator of Risk, Benefits and Wellness and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Confidential Level J

**Job Code:**

77332

Board Approved: 08/18/98

Revised: 01/20/09, 03/03/09, 07/27/10, 05/17/11, 06/10/14, 6/23/15, 6/23/20

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