

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: RISK MANAGEMENT SPECIALIST

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

- (1) High School Diploma with course work in accounting/business.
- (2) Must be able to travel to other District work sites.
- (3) Five years of work-related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrate written and oral communication skills. Knowledge and ability to operate a personal computer. Knowledge of workers' compensation law, School Board policies, payroll procedures (insurance benefits, sick leave accumulation) and personnel procedures (retirement benefits, leave benefits, WC-1 for state). Knowledge of loss prevention and loss control. Ability to investigate and analyze workers' complaints, students' injuries and vehicle accidents.

REPORTS TO: Executive Director of Human Resources and/or Risk Manager

JOB GOAL

To keep employees informed of benefits available and to coordinate the processing of enrollment, claims, and workers' compensation filing.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES

Service Delivery - Specific to Risk Management Specialist:

- 1. Aid schools and departments in developing, implementing and monitoring work practice safety procedures – monitoring losses.
- 2. Assist in safety training programs.
- 3. Prepare and maintain County-wide procedures, work practices and record-keeping requirements for workers' compensation.
- 4. Prepare information for attorneys/claims representatives.
- 5. Prepare and file property loss, liability, and student accident claims.
- 6. Use effective positive interpersonal communication skills.
- 7. Serve on the District's Risk management committee and attend risk management consortium meetings as needed.
- 8. Perform other incidental tasks consistent with the goals and objectives of this position.
- 9. Other duties assigned by the immediate administrator or supervisor.
- 10. Prepare the annual insurance renewal for the District.

***Inter / Intra-agency Communication and Delivery:**

- 11. Use effective, positive interpersonal communication skills.
- 12. Serve as a resource to schools and departments in areas of responsibility.
- 13. Serve as a liaison with other agencies as required.
- 14. Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephones, sort and distribute mail and order materials.

***Employee Qualities / Responsibilities:**

15. Maintain confidentiality regarding all matters related to assignments.
16. Participate in workshops and training sessions as required.
17. Maintain work area in a safe and secure manner.
18. Model and maintain high ethical standards.
19. Follow attendance and proper dress rules as required.

***System Support:**

20. Ensure that School Board policies and governmental regulations are consistently applied to assignments.
21. Assist and/or direct the investigation of errors and complaints.
22. Assist in training other personnel providing back-up assistance as necessary.
23. Assist the Director with required reports.
24. Perform other incidental tasks consistent with the goals and objectives of this position.
25. Other duties assigned by the immediate HR supervisor/administrator.

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: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. 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 of personnel.

SALARY ITEM NUMBER: 48

*#11-#25 – These Performance Responsibilities are identical to those listed on the Fiscal Specialist and Personnel Specialist job descriptions.