

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

TITLE: RISK MANAGEMENT AND BENEFITS COORDINATOR

JOB GOAL: Under the direction of the Director of Risk Management and Employee Benefits, the Risk Management and Benefits Coordinator is responsible for supervising and managing the District's employee health and welfare benefits programs and providing support in other areas of risk management such as safety, workers' compensation, and property/liability claims. This position performs advanced technical and analytical duties and exercises independent judgment within scope of authority, while maintaining clear distinction from director-level responsibilities.

DISTINGUISHING CHARACTERISTICS: This is a classified management position with supervisory responsibilities over staff supporting benefits administration and risk-related programs. The position requires initiative, accuracy, and comprehensive knowledge of employee benefit programs, regulatory compliance, and district procedures. It is distinguished from the Director of Risk Management and Employee Benefits by its limited scope of authority, absence of overall program leadership, and its focus on operational and administrative oversight rather than strategic policy development.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of employee health and welfare benefits administration.
2. Federal, state, and local laws pertaining to benefits (e.g., ACA, COBRA, HIPAA, FMLA, CFRA, IRS 125).
3. Knowledge of ADA, CFRA and FMLA employee laws.
4. Risk management practices and loss control procedures.
5. Workers' compensation regulations and claims processing.
6. Principles of supervision, training, and evaluation.
7. Collective bargaining agreements and labor contract interpretation.
8. Office systems, software, and technology applications related to benefits and risk management.
9. Budget preparation, analysis, and cost reporting as related to employee benefits.
10. Proficient in the proper use of English grammar, written communication, and fundamental mathematical concepts.
11. District organization, operations, policies, and objectives.
12. Effective public speaking techniques.
13. Office software systems.
14. Federal, state, and local laws, codes, and statutes related to Human Resources, Hiring and Employee Rights.
15. Maintaining confidential information relating to personnel.
16. Interpersonal skills using tact, patience, and courtesy.
17. Safety and workplace rules and regulations.

Ability to:

1. Coordinate and administer employee benefits programs with accuracy and compliance.
2. Supervise and evaluate support staff effectively.
3. Interpret and apply relevant laws, policies, and contracts.
4. Analyze data and generate reports related to benefits utilization, risk exposure, and costs.
5. Communicate effectively both orally and in writing.
6. Exercise independent judgment and maintain confidentiality.

7. Respond to and resolve sensitive issues with tact and diplomacy.
8. Maintain up-to-date knowledge of regulatory changes and industry standards.
9. Communicate effectively both in both oral and written forms.
10. Conduct workshops and presentations.
11. Efficiently and effectively plan and organize work.
12. Establish and maintain effective rapport with perspective employees and community.
13. Establish and maintain effective work relationships with those contacted in the performance of required duties.
14. Effectively communicate in both oral and written language.
15. Handle all matters in a tactful, courteous, and confidential manner to maintain and/or establish good public relations.
16. Interpret and apply provisions of State Education and Labor Code and various regulatory agencies.
17. Keep confidential records and prepare accurate records.
18. Meet schedules and timelines.
19. Have regular and punctual attendance.
20. Understand collective bargaining and employee contracts.
21. Respectfully follow all District policies, work procedures, and reasonable requests by proper authority.
22. Operate office machines and equipment including a telephone, scanner, copier, personal computer and other office technology.
23. Prepare narrative and statistical reports as required.
24. Present and maintain a pleasant appearance and demeanor.
25. Read, interpret, apply and explain rules, regulations, policies and procedures.
26. Receive and give information over the telephone or in person in a courteous manner.
27. Work both collaboratively and independently.
28. Work successfully with diverse groups of people.

Training and Experience

Education:

1. Bachelor's degree from an accredited college or university in Public Administration, Human Resources, Business, or a related field.

Experience:

1. Five (5) years of increasingly responsible experience in employee benefits administration, including two (2) years in a supervisory or lead capacity. Experience in a public school district or public agency setting is highly desirable.

REPORTS TO: Assistant Superintendent of Human Resources or designee

ESSENTIAL FUNCTIONS

1. Coordinates and administers the District's health and welfare benefit programs including medical, dental, vision, life, disability, and employee assistance programs.
2. Supervises assigned classified staff in the benefits and risk management office, including training, workflow coordination, and evaluation.
3. Oversees all aspects of employee leaves of absence, including general, medical, and disability-related leaves, ensuring compliance with applicable laws and district policies.
4. Manages and tracks employee certifications, medical documentation, and required notifications related to leave eligibility and return-to-work processes.
5. Monitors and administers employee leave provisions in alignment with the California Labor Code, Education Code, and federal laws such as FMLA, CFRA, and ADA.

ESSENTIAL FUNCTIONS (continued)

6. Coordinates and supports employee disability accommodations and engages in the interactive process in collaboration with the Director and site administrators.
7. Maintains and updates confidential records related to employee medical leaves, accommodations, and certifications.
8. Serves as a liaison between employees, benefit carriers, third-party administrators, and the district to ensure timely resolution of benefit and leave-related issues.
9. Assists the Director in planning and implementing risk management strategies to mitigate liability, reduce claims, and ensure compliance.
10. Supports the Director with safety programs, property/liability insurance, OSHA compliance, and emergency preparedness efforts.
11. Oversees benefits enrollment, eligibility audits, open enrollment, retiree benefits processing, and compliance with Affordable Care Act (ACA) and other legal mandates.
12. Coordinates and assists with the processing of workers' compensation claims and medical leave transitions.
13. Prepares and analyzes reports related to benefits costs, usage, leave trends, and potential cost-saving measures.
14. Provides presentations, training, and guidance to employees on benefit plans, leave entitlements, and procedures.
15. Maintains strict confidentiality and ensures adherence to data privacy standards in all employee-related matters.
16. Attends relevant workshops and professional development to stay current with regulations and best practices.
17. Performs other related duties as assigned.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions for professional personnel. The Assistant Superintendent of Human Resources or Designee will complete the evaluation.

Approved by:

Board of Education

Date: 5/8/25

**Murrieta Valley Unified School District is a drug-free &
tobacco-free workplace and equal opportunity employer.**

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.