

CONFIDENTIAL JOB DESCRIPTION

BENEFITS AND RISK MANAGEMENT LEAD

JOB SUMMARY:

Under general supervision from the Senior Manager, Benefits and Risk Management performs a wide variety of complex and specialized clerical work in the Risk Management Department requiring specialized knowledge and involving interpretations of defined policies and procedures of the District, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Administers employee insurance benefits plans. Organizes and conducts orientation for new employee benefit sign ups and midyear changes.
- Maintains employee benefits data in PeopleSoft, FileMaker, and AFEnroll, monthly accounting, and audits with vendors through applicable data systems.
- Updates PeopleSoft system with employee benefits and adjusts employee paychecks when monthly.
- Contacts staff, retirees, parents, and general public in regard to matters relating to risk management and benefits.
- Administers District-paid life insurance plans, and all other voluntary products through American Fidelity.
- Maintains database for workers' compensation claims. Corresponds with schools, occupational medicine professionals, employees, and workers' compensation claims administrators.
- Maintains student accident database and files.
- Coordinates quarterly random drug and alcohol testing through CDT.
- Coordinates ergonomic evaluations.
- Provides information where judgment, knowledge, and interpretation of department procedures and regulations are necessary.
- Receives, sorts, and distributes incoming mail and supplies; composes departmental correspondence; maintains supply and equipment records.
- Assists in preparing for negotiations regarding renewing contracts and benefits rates with the department Manager.
- Assists in drug and alcohol testing of District employees.
- Processes Claim for Reimbursement for Loss/Damage to Personal Property, along with any Tort Claims managed in-house.
- Requests certificates of insurance.
- Assists with open enrollment preparation, Benefits Fair, and benefits changes.
- Assists in the administration of the District's Workers' Compensation program. Including assisting employees with pre-designation of physician and liaison between school sites and third party administrator.
- Orders supplies, processes requisitions for the department and benefits packages.
- Supplies and distributes student accident insurance information to schools.
- Updates required employee notices.

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- Processes Vandalism/Theft – Loss Notices.
- Processes vehicle accidents.
- Processes workers' compensation administrator's invoices for payment.
- Updates applicable data systems, changes in rates or benefits package.
- Maintains correspondence and updates when necessary, with all retirees, dependents, COBRA, and leave of absence employees.
- Collects funds, maintains a monthly log for self-pay accounts and sends correspondence, reminders, and termination letters for retirees, COBRA and leave of absence.
- Processes OSHA Summary Report and gathers Critical Date Log annually.
- Participates in the processing of incoming liability and property loss claims; maintains files and monitors response deadlines and statutes of limitations; prepares and mails legal notices on claims.
- Works as the lead in the department by managing, coaching and training new employees in the department.
- Overseas HR Tech IV and V (Risk Management) positions.
- Proactively takes on other duties in the department when coworkers are falling behind.
- Acts as a Supervisor in the absence of the Senior Manager.
- Will provide benefit orientation to all new staff members.
- Will attend and provide support during benefits committee meetings.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of the following programs: Microsoft Office products (Word, PowerPoint, and Excel) required; enterprise resource planning (ERP) software is desirable.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; make accurate calculations; spell correctly and use good English in performing a variety of clerical work; understand and carry out oral and written directions; and establish and maintain cooperative working relationships.
- Knowledge of modern office procedures, methods and practices; and skill in utilizing standard office machines, equipment, and personal computer applications.
- Five years of successful experience in employee benefits and workers' compensation administration is desirable.
- Graduation from high school or equivalent. Bachelor's degree in public administration, human resources, risk management, or related field, or equivalent combination of education and experience highly desirable.

Confidential Salary Schedule: Range 22

BOARD APPROVED:

08/17/04

09/07/16

04/14/21

01/18/23

12/17/25