PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8637
Pay Grade: E08

FLSA: Exempt
PTS

MANAGING OFFICER, RISK MANAGEMENT AND INSURANCE

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college of university in Business Administration or a related field. Five (5) years' progressively responsible professional experience in employee benefits and workers' compensation to include three (3) years in a supervisory or management capacity. Experience in the application of insurance laws and government regulations as they relate to employee benefits and workers' compensation. Strong analytical and computer skills, experience in large company or organization.

PREFERRED:
PHR, SPHR, CEBS, Experience working in not-for profit or governmental and union environment.

MAJOR FUNCTION

Assists Director in providing leadership, direction, and resources in the areas of Employee Benefits and Workers' Compensation. Work involves the development, implementation, and coordination of employee benefit plans and the administration of the district's self-insured Workers' Compensation Program.

ESSENTIAL RESPONSIBILITIES

- Assists Director in ensuring that department mission and goals are aligned to the district's mission and goals.
- Uses collaborative leadership style and quality principles, develops partnerships and facilitates quality improvement processes in the administration of Employee Benefits, Retirement, and the Workers' Compensation program.
- Oversees the claims and overall costs associated with the district's self-insured health plan, health care providers, and pharmacy benefit management plan.
- Works with Director to evaluate and coordinator applicable cost savings strategies, including transparency tools, direct provider contracts and value-based benefit plan designs.
- Communicates department plan and objectives to staff and obtains input in developing department improvement plan.
- Plans and implements training programs for staff including updates on new regulations, benefit design changes and department procedures effecting benefits plans.
- Works with Team Leaders to set priorities and coordinate activities of Employee Benefits and Workers' Compensation Teams.
- Works with teams to develop, implement, and administer innovative and cost effective employee benefit and workers' compensation programs.
- Assists Director in ensuring compliance with federal and state regulations which govern COBRA, Cafeteria Plan (section 125), ACA, IRS, HIPPA, 403(b) Tax Deferred Annuity, FMLA, and Florida Workers' Compensation, and other applicable regulations.
- Teams with Third Party Administrator (TPA) and Managed Care company to effectively manage workers' compensation claims and to develop and maintain a proactive return to work strategy. Works in partnership with Human Resources to transfer employees or place employees in light duty positions when the need occurs.
- Assists Director, School Board Attorney, and defense Attorneys with litigation preparation.
- Coordinates the benefits and workers' compensation integrated management system which includes policies, procedures, and processes aligned to the overall district mission.
- Participates in the development of partnerships with labor organizations, consultants, Third Party Administrator (TPA) and carriers to resolve employee problems, develop effective communication tools and recommend new initiatives and enhancements to current benefit programs.
- Obtains, maintains, analyzes, and reports data relative to employee benefits and workers' compensation; analyzes data to determine effectiveness of benefit programs from both a cost and quality perspective.
- Works with TIS, payroll, and finance to ensure timely and accurate payroll deductions, payment of insurance premiums, reporting of enrollment information and processing of FRS adjustments.

ESSENTIAL RESPONSIBILITIES (CONTINUED)
• Works with Third Party Administrator (TPA) to ensure appropriate treatment of workers' compensation injuries, timely payment of indemnity benefits, and settlement of claims in a prompt and cost effective manner. • Coordinates the district Employee Assistance Program. • Promotes innovative programs directed at improving employee health and well being and reducing the cost of the district's self-insured health plan and other benefit plans. • Coordinates any necessary HRIS software or Billing Solutions implementation or modifications. • Coordinates the creation, distribution and presentation of employee benefit communication including new hire orientation, benefit updates, SPD, annual enrollment website, retirement education for employees and retirees. • Works with Director and Financial Reporting Analyst to effectively manage the department budget and develop appropriate measures to ensure accurate accounting of related district funds. • Serves as administration building administrator/liaison to include any emergency-related situations, plant operations, safety, crisis plan, and facilities. • Performs other related duties as required.
TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 12/15/16 CH; BOARD APPROVED: 01/24/17;

MANAGING OFFICER, RISK MANAGEMENT AND INSURANCE

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				