PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7118
Pay Grade: E01

FLSA: Exempt

RISK MANAGEMENT SPECIALIST

MINIMUM QUALIFICATIONS

Associate's degree, or equivalent, from an accredited college or university and three (3) years of related experience. Two (2) years of related experience may be substituted for each year of the educational requirements stated above.

MAJOR FUNCTION

The Risk Management Specialist leads, organizes and performs advanced, specialized, professional tasks related to administering the district's employee benefit plans, insurance, loss prevention, retirement, wellness, and workers' compensation.

ESSENTIAL RESPONSIBILITIES

- Oversees the development, and daily administration of the district's employee benefits, retirement, wellness, workers' compensation, insurance, and loss prevention programs.
- Responsible for compliance with federal and state regulations including Patient Protection and Affordable Care Act (PPACA), Section 125 taxable and nontaxable plans, Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), Genetic Information Nondiscrimination Act (GINA), and financial risk, that govern employee benefit plans.
- Collaborates with data processing, payroll, and benefit consultants to ensure timely and accurate compliance and reporting to the appropriate federal and state agencies.
- Maintains and updates training programs relevant to Risk Management compliance.
- Provides necessary education and materials to employees--workshops, manuals, employee handbooks, and the website.
- Assists the Senior Risk Management Specialist and the Director of Risk Management in providing leadership, direction, and resources.
- Serves as a resource and liaison for district departments, schools, employees and external partners on risk management programs.
- 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:

RISK MANAGEMENT SPECIALIST

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	