

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7116
Pay Grade: D11

FLSA: Non-Exempt

RISK MANAGEMENT TECHNICIAN
<p>REPORTS TO: Managing Officer, Employee Benefits, Health & Workers' Compensation Insurance and Loss Prevention Coordinator</p>
<p>SUPERVISES: Not applicable</p>
<p>QUALIFICATIONS: High School Diploma or possession of a GED, plus four (4) years progressively responsible office experience, two (2) of which must be in a benefits, insurance, workers compensation or a risk management-related area.</p> <p>PREFERRED: Postsecondary courses or certifications in insurance, accounting and/or human resources.</p>
MAJOR FUNCTION
<p>Performs advanced, specialized, highly responsible clerical work in benefits administration, retirement, insurance, or workers' compensation. Work performed requires a high degree of independent judgment based on experience and specialized knowledge.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Assists in the development, and daily administration of the district's employee benefits, retirement or workers' compensation and loss control programs. • Provides training, technical assistance and guidance to benefits team and other risk staff as required. • Maintains knowledge in the district's Payroll/Personnel system, required PC applications. • Serves as a liaison between employees, labor organizations, vendors, carriers and third-party administrators. • Responsible for department communication activities which include staff newsletters, and website updates. • Works with carriers to resolve customer service issues, account reconciliation, error/discrepancy review and analysis. • Coordinates and participates in education and outreach programs to schools and departments. • Compliance with federal and state regulations; and daily activities related to respective areas. • Responsible for maintaining Risk Management Procedures Manual based on department input. • Prepares and maintains databases, claims records and correspondence. • Performs other related duties as assigned. <p><u>Employee Benefits</u></p> <ul style="list-style-type: none"> • Serves as resource for staff regarding health and welfare benefits and retirement benefits. • Responsible for maintaining Risk Management procedures manual based on department input. <p><u>Workers' Compensation</u></p> <ul style="list-style-type: none"> • Provides assistance in the submission of work-related injuries. • Ensures all payroll is accurately and timely reflected on required state forms, including dept. of insurance and FRS adjustments. • Prepares payroll records for injured employee on a biweekly basis. <p><u>Insurance and Loss Control</u></p> <ul style="list-style-type: none"> • Assists Insurance & Loss Prevention Coordinator in the development and implementation of the district's, loss control and insurance programs.

RISK MANAGEMENT TECHNICIAN

ESSENTIAL RESPONSIBILITIES (CON'T)

- Responsible for day-to-day activities related to liability claims, fleet accidents, student injuries, and property damage or loss.
- Provides technical assistance to school and department staff members as required to ensure proper reporting procedures for student and visitor accidents, loss prevention, and damage and loss control programs.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with 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: 5/90 PBL; BOARD APPROVED: 11/28/90; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REV. (MF AND D & R) 10/96 PBL; REV. (MF AND D & R) 12/97 BMP; REVISED WC: 6/04 LMCK; REVISED FORMAT, MQ, ER: 07/24 AP; BOARD APPROVED: 08/21/24

RISK MANAGEMENT TECHNICIAN

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				

RISK MANAGEMENT TECHNICIAN – PESPA