

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### DIRECTOR OF RISK MANAGEMENT AND EMPLOYEE BENEFITS

**SALARY SCHEDULE: ADMINISTRATIVE – G**

**COST CENTER: HUMAN RESOURCES (9023)**

#### QUALIFICATIONS:

- Bachelor's Degree in a business or insurance-related field from an accredited college or university.
- Minimum of ten (10) years successful experience in employee benefits, preferably in a governmental unit.
- Minimum of ten (10) years successful experience in risk management, preferably in a governmental unit.
- Certified School Risk Manager (CSRM) or Certified Risk Manager (CRM) certification preferred
- Minimum ten (10) years of experience in a supervisory capacity

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public sector risk management and employee benefit procedures and practices.
- Knowledge of public sector budgeting practices.
- Knowledge of Federal, state and local laws, rules regulation and policies governing self-funded benefit and risk programs.
- Possess analytical and interpersonal skills and abilities.
- Possess effective decision-making and management skills.
- Ability to organize and prioritize activities.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of laws, rules and regulations relating to assignments.
- Ability to use effective public relations skills.
- Ability to handle sensitive issues in a timely and professional manner.
- Knowledge, understanding and ability to use current technology related to job assignments.

#### REPORTS TO:

Executive Director of Human Resources

#### JOB OBJECTIVES:

To manage all risk, employee benefit, and self-insured programs and assess risk and the potential for loss and implement measures to minimize the financial impact on the District.

#### SUPERVISES:

Benefits Specialists  
 Risk Management Specialist (proposed)  
 Risk Management Compliance Analyst  
 Manager of Employee Wellness and Engagement

#### PERFORMANCE RESPONSIBILITIES:

- Manage all aspects of the District group fringe benefits programs, including the cafeteria plan,
- COBRA, retirement and workers compensation.
- Manage and coordinate all aspects of the District self-funded medical, and dental benefit programs

### **Director of Risk Management and Employee Benefits (Continued)**

- including budgeting and projections, premium rate setting, State 112.08 filing with the Florida Office
- of Insurance Regulation, Stop Loss procurement, compliance with state and federal government laws.
- Manage compliance of group benefits with PPACA, Section 125, COBRA, and HIPAA
- Collaborate with the Finance Department to ensure appropriate funding of the self-insurance accounts to include annual actuarial analysis.
- Manage retirement benefits with the Florida School Retirement Benefit Consortium (FSRBS)
- Manage the Telemedicine Program.
- Manage all aspects of the online benefit system including importing weekly demographic files, utilize reports to assist with benefit management, payroll deductions and billing, update system with new benefits for annual Open Enrollment and keep abreast of system updates and affects.
- Manage all voluntary benefits.
- Direct and monitor all aspects of the District Wellness Program and Wellness Center.
- Manage and coordinate all District Health and Benefits Fairs including working with District and community partners to participate in the Fair to provide employees with information on benefits and services.
- Provide the Board with an annual presentation of the performance of all self-insured benefit programs, new benefit rates and offerings for the next calendar year and a Wellness update.
- Manage and oversee all retirement with the Florida Retirement System (FRS)
- Manage retirement communication and education program
- Manage 401(k), Roth 401(k), 403(b), Roth 403(b) and 457(b) programs.
- Manage all aspects of the District self-funded automobile and general liability program to include investigating of employee accidents, claims, thefts, property losses and coordinate the preparation of materials and evidence for use in hearings, litigation and insurance claims.
- Represent the District in liability and workers' compensation litigation to include mediation, trial, and negotiation of settlements.
- Manage all aspects of the District self-funded workers' compensation program
- Work closely with Safety and Security for matters relating to police department, as well as staff and student safety.
- Keep well informed about current trends and best practices in the insurance and legal fields.
- Procure commercial insurance for the District as required.
- Evaluate liability exposures and recommend loss control and/or risk transfer / funding methods.
- Review District contracts and advise on indemnification and insurance requirements.
- Review and advise regarding School Board rules related to potential liability exposure.
- Manage District drug and alcohol tests required under OTETA.
- Coordinate District disaster relief programs with state and federal agencies.
- Coordinate occupational safety and health compliance
- Manage the Risk Management Occupational Safety and Loss Prevention Program
- Collaborate and work closely with principals and department head in the coordination of district and department safety programs and training.
- Assist with human resources and financial issues as required.
- Coordinate and manage all aspects of the Human Resources quarterly newsletter and distribute to all staff.
- Assist as needed with collective bargaining process for employee benefits and workers' compensation.
- Prepare all required reports and maintain all appropriate records.
- Exhibit support for the District's vision, mission, goals and priorities.
- Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Respond to inquiries or concerns in a timely manner.
- Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- Work closely with District and school staffs to support school improvement initiatives and processes.
- Disseminate information and current research to appropriate personnel.

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- Keep well informed about current trends and best practices in areas of responsibility.
- Maintain expertise in assigned areas to fulfill project goals and objectives.
- Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- Promote and support professional growth for self and others.
- Develop annual goals and objectives consistent with and in support of District goals and priorities.
- Maintain a network of peer contacts through professional organizations.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Develop or assist in developing the department and District budget and monitor its implementation.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Serve on District, state or community councils or committees as assigned or appropriate.
- Represent, consistently, the District in a positive and professional manner.
- Provide leadership and direction for the assigned areas of responsibility.
- Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- Assist in implementing the District's goals and strategic commitments.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Provide oversight and direction for cooperative planning with other agencies.
- Set high standards and expectations for self and others.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Facilitate problem-solving by individuals or groups.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**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 those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

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