

**SCHOOL DISTRICT OF SARASOTA COUNTY****JOB DESCRIPTION****RISK MANAGEMENT ANALYST**

**SALARY SCHEDULE: ADMINISTRATIVE - M**

**COST CENTER: HUMAN RESOURCES 9023**

**QUALIFICATIONS:**

- Bachelor's Degree in a risk management, insurance or related field from an accredited college or university and three (3) years of experience in risk management and/or claims management or
- High school diploma and seven (7) years of experience in risk management and/or claims management.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Possess strong analytical and interpersonal skills and abilities.
- Possess effective problem-solving and decision-making abilities.
- Proficient in computer skills and the use of spreadsheets for data analysis to identify patterns, trends, and potential risks.
- Knowledge of claims investigations and procedures for auto, general liability, and workers' compensation claims.
- Ability to organize and prioritize activities.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of laws, rules and regulations relating to assignments.
- Knowledge, understanding and ability to use current technology related to job assignments.

**REPORTS TO:**

Director of Risk Management and Employee Benefits

**JOB OBJECTIVE:**

To develop, implement and manage a comprehensive risk management and safety program to proactively identify, assess, and mitigate potential safety, legal and financial risks across all district facilities and operations, ensuring the well-being of students, staff and visitors while protecting district's assets

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- Responsible for compliance with federal and state regulations such as OSHA, FDOT, Florida Workers Compensation, etc. that govern risk management programs.
- Work with appropriate departments, consultant/broker and Third-Party Administrators (TPA) to ensure timely and accurate compliance reporting to appropriate federal and state agencies.
- Work with Third Party Administrators to investigations workers' compensation, general and auto liability claims.
- Monitor, track, analyze and report to supervisor, regulations that impact risk management programs.
- Participate in the development, implementation and maintenance of a comprehensive District-wide occupational safety and loss prevention program.
- Apply knowledge of standard safety practices and risk management techniques to reduce the frequency and severity of losses to the District's self-insured programs.
- Make periodic inspections and compliance audits to identify unsafe conditions and verify adherence to District safety programs and governmental regulations.
- Responsible for implementing programs and updating District safety procedures and manuals.

## **RISK MANAGEMENT ANALYST (Continued)**

- Assists Director of Risk Management as required to manage day to day business of the department safety and liability programs.
- Keep the Director of Risk Management informed of potential problems or unusual events.
- Maintain a network of peer contacts through professional organizations.
- Assist in implementing the District's goals and strategic commitments.
- 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**