

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Risk Manager

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide technical management of the risk management and employee benefits programs for Monroe County Schools. The position is responsible for supervising assigned staff, developing and implementing plans which serve the best interest of both the District's human resources and financial resources, administering insurance programs and serving as liaison with insurance representatives, maintaining accurate and up-to-date benefits and risk records and reports, and performing related tasks as required. Provide technical management of the risk management and employee benefits programs for Monroe County Schools. The position is responsible for supervising assigned staff, developing and implementing plans which serve the best interest of both the District's human resources and financial resources, administering insurance programs and serving as liaison with insurance representatives, maintaining accurate and up-to-date benefits and risk records and reports, and performing related tasks as required. provide technical management of the risk management and employee benefits programs for Monroe County Schools. The position is responsible for supervising assigned staff, developing and implementing plans which serve the best interest of both the District's human resources and financial resources, administering insurance programs and serving as liaison with insurance representatives, maintaining accurate and up-to-date benefits and risk records and reports, and performing related tasks as required.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Participates in daily risk management administration operations and activities for the District.

Develops and submits assigned budgets for approval; maintains related records, which includes budgets for all schools and departments for liability and worker's compensation.

Develops, recommends and implements policies and procedures for assigned functions of the department.

Coordinates all contracts with insurance companies, third party administrators, service providers for all areas of insurance coverage. Review and renewal of yearly insurance contracts, which includes, but is not limited to Request for Proposals (RFP).

Process payments on a monthly basis for all yearly insurance contracts.

Acquires and maintains all District insurances relating to MCSD property.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Risk Manager

Administers, reviews and oversees program or verification of Certificate of Insurance on all vendors, consultants, contractors districtwide. Approves Certificates of Insurance on all Board related items for Board approval. Requests all Certificates of Insurance for any request from the District.

Processes all retiree benefits enrollment.

Meets with employees to review retiree insurance qualifications and elections prior to exiting employment. Processes the Florida Retirement System (FRS) annual report for retiree certification of health insurance payments.

Receives and responds to retiree concerns, inquiries and complaints regarding insurance coverage.

Ensures complete and timely communication with retirees regarding benefit plan changes and updates to as necessary.

Acts as representative responsible for attending and participating with legal counsel for the District Risk Management Program in accordance with Florida law. Compiles, investigates, processes, and coordinates all communication and documents related to litigation and claims. Coordinates with law enforcement to obtain crash reports.

Acts as District representative responsible for attending and participating with legal counsel for worker's compensation. Process the worker's compensation insurance payroll reports. Work with worker's compensation attorneys regarding claims in suit or pre-suit. Schedule quarterly meetings with worker's compensation and liability through third-party administrators (TPA) for the District.

Processes all statements for third-party administrators (TPA) and the Division of Retirement.

Reviews monthly Board attorney invoices and prepare for Board approval and payment.

Supervises MOVE Intern performing receptionist duties. Responsible for mailroom functions.

Administer and maintain the District's Sick Leave Pool, determine staff eligibility and schedule/meet with the Sick Leave Pool Committee. Send notification to employee and payroll.

Compiles data for and prepares a variety of records, reports and recommendations as required by the District, schools, State and/or other agencies. Keeps the Executive Director fully informed of the status and treatment of risk of loss.

Performs general administrative/clerical work as required, including preparing correspondence, copying and filing documents, entering and retrieving computer data, attending meetings.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Risk Manager

Attends training, seminars and conferences as required to maintain knowledge of changing policies, procedures, laws and regulations affecting risk management administration for public employees.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Risk Manager

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of Bachelor’s degree or the equivalent of four years of college or vocational school education in personnel, business, risk management, insurance administration or related field.

Licenses Certifications Registrations Required:

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Risk Manager

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid FL state driver’s license.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Ten years of relevant experience in insurance administration or related fields may be substituted for the education requirements.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**MONROE COUNTY SCHOOLS
POSITION DESCRIPTION**

Title: Risk Manager

Term of Employment:

Annual Contract

Reports To:

Executive Director of Finance & Performance

Supervises:

Departmental Staff

PAY GRADE: From: DAB To:

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved June 11, 2024