



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Director, Risk Management
FLSA Status: Exempt
Salary Grade, if non-union: SG21
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible administrative work in planning, organizing, and supervising a comprehensive risk management program for the school district.

Essential Functions of this Job

Responsible for maintaining a risk management program for all phases of School Board operations, using a combination of conventional insurance and self-insurance programs, as appropriate. Programs to be maintained include property, auto liability, general liability, fidelity, workers' compensation, errors and omissions, boiler and machinery, athletic, student accident, employee group health and life, dental, disability, flexible benefit plans, other employee selected benefit deductions, etc. Prepares specifications for bids or requests for proposals related to the risk management and employee benefits programs and analyzes, evaluates, and recommends the lowest and best proposals received. Works directly with insurance consultants in administering the various insurance plans.

Develops and supervises loss and claim processing procedures for all types of losses, accidents, and injuries. Reviews and audits all policies and invoices for payment of premiums/claims. Investigates and reviews accidents involving School Board personnel, students, and public. Directs the workers' compensation managed care and return-to-work programs. Oversees the administration of the self-insured programs by the respective third party administrators (TPAs) including periodic administrative meetings to review loss information. Reviews litigation management of claims and attends legal proceedings as needed. Pursues recovery of damages to School Board property resulting from accidents due to third party negligence. Researches, reviews, and compiles data to initiate action to reduce risks and initiates and directs studies and programs with the objective of minimizing accidents and injuries to School Board personnel, students and public, and damages to property and equipment.

Position Title: Director, Risk Management

Maintains an insurance register reflecting details of all insurance coverage. Prepares and administers the annual budget for all insurance programs. Examines and approves insurance for school leases and contracts. Coordinates loss control activities with the safety and environmental department. Conducts employee and management training as needed to educate on insurance procedures. Coordinates and directs the activities of the risk management staff.

Directs the maintenance of all accounting records as needed for self-insurance and fully insured programs, reviews weekly cash requests from TPAs and processes, and prepares periodic reports and special analyses as needed.

Directs, coordinates and promotes a wellness program for all employees.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of risk management practices and procedures. Knowledge of laws and regulations related to school and general insurance, and general school laws. Knowledge of school business management. Ability to manage the financial and accounting aspects of a risk management program, with strong financial skills in self-insurance programs. Ability to deal effectively with district personnel, pupils, and the public. Ability to plan, implement, and evaluate programs, policies, and procedures. Ability to manage department personnel. Ability to prepare and operate a departmental budget. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's degree in Business, Accounting, or an insurance-related course of study. A minimum of five years of experience in risk management and employee benefits administration, with emphasis on self-insurance programs.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the District. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 0282
EEO5: 6
Approval Date: 2010-07-27
Date Last Revised:

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The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.