

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Coordinator, Risk Management	Job Code: 77318
Job Classification:	06 Non-instructional Managers (District Based)	EEO Line: 06
Job Class Category:	Director, Supervisor, Coordinator-Non-instructional	Job Desc. Supplement Code: 5
Reports to:	Department Director, Staff Services	Salary Locator: Support Personnel 2

SUMMARY:

Perform specialized office work requiring a high degree of confidentiality, proficiency and accuracy in connection with the preparation and processing of loss prevention, insurance, Florida Retirement System, verification and reports at the District level.

QUALIFICATIONS:

- (1) Associate degree in Human Resource Management or related field.
- (2) Minimum of five (5) years' experience in the field of Risk Management.
- (3) Strong communication, technical and computer skills.
- (4) Valid Florida Driver's License and safe driving record
- (5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents and required District information while maintaining a high level of confidentiality.
- (2) Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (3) To perform this job successfully, an individual should have knowledge of current Human Resource leave system and Skyward inventory system (if applicable) and the Florida Retirement System.
- (4) Ability to function as a member of a harmonious, efficient, highly productive team. Use problem solving and interpersonal skills to motivate self and others.
- (5) Maintain high degree of confidentiality, initiative and dependability.

PERFORMANCE RESPONSIBILITIES:

- (1) Answer telephone, e-mail and public inquiries in a professional manner, being helpful and responsive.
- (2) Serve as District liaison with NEFEC's Risk Management staff to identify risk exposure and cooperatively provide loss prevention measures through multi-district Risk Management program.
- (3) Serve on NEFEC Risk Management Advisory Committee and maintain membership of Florida Educational Negotiator's team.
- (4) Process, monitor and verify worker's compensation claims. Attend legal proceedings and mediation hearings. Coordinate the modified duty return to work program.
- (5) Process and maintain general liability and property loss claims.
- (6) Monitor insurance renewals for contracts of third party administrators and all certificates of insurance as required by outside organizations.
- (7) Pursue recovery of damages to School Board owned properties (third party negligence; loss due to accidents and injuries).
- (8) Coordinate with Safety Specialist in prevention and loss control techniques (training seminars; on-site safety inspections and written materials).
- (9) Insurance (property; litigation; property loss; injuries)
- (10) Coordinate Student Accident Insurance Program
- (11) Coordinate HepB vaccinations and Bloodborne Pathogen reviews
- (12) Coordinate School Calendar Committee
- (13) Coordinate Florida Retirement System and DROP certifications
- (14) Terminal payouts for employees terminating and/or retiring from District
- (15) Process Board Policy adoptions and amendments
- (16) Prepare and update job descriptions

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

December 2012

Amended: May, 20, 2014