

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0325
 Pay Grade: C09

FLSA: Exempt
 Administrative

DIRECTOR, RISK MANAGEMENT AND INSURANCE

REPORTS TO:

Assistant Superintendent, Human Resources Services

SUPERVISES:

P/T/S Staff
 Support Staff

QUALIFICATIONS:

Bachelor's degree in business administration, public administration or related field from an accredited college or university with major course work in risk management/insurance. Demonstrated extensive knowledge of risk management and insurance practices and procedures and related legal applications. Five (5) years of successful administrative experience in the field of risk reduction, retention and/or transfer and in the management of a large group health insurance program preferably in a public employer setting. Proven ability to interact effectively with personnel on all levels, students and the general public. Demonstrated ability to plan, implement and evaluate programs, policies and procedures as well as the ability to effectively manage departmental personnel.

MAJOR FUNCTION

Position has administrative responsibility for the department of Risk Management and Insurance. Responsible for the development of an insurance or protection program, including self-insurance where determined feasible, commensurate with the exposure to risk related to the Pinellas County School System. Responsibilities include the overall loss prevention and control program of the system, as well as developing procedures and practices for the administration of all these programs and functions. Responsible for all written reports and records required in the sound management of the department and its programs.

ESSENTIAL RESPONSIBILITIES

- Develops a program of risk identification through communication with other departments
- Develops procedure for analyzing risks to determine the most practical and least costly method of handling risks
- Develops methods of controlling risks through loss prevention and safety programs
- Determines possibility of risk elimination, or feasibility of risk assumption or transfer
- Develops self-insurance programs where feasible, practical, and legal
- Develops issues and evaluates specifications for insurance where risk elimination is not possible, and where risk assumption is not feasible
- Develops loss and claims processing procedures for all types of loss, accidents, and injuries
- Develops written reports and special analysis, including schedules of insured property and loss records, to aid in the interpretation of the results of the risk management and insurance programs
- Manages benefits programs for all employees, including Employee Group Comprehensive Health Care Program, Employee Group Life Insurance Program, Employee Group Income Protection Insurance, and Workers Compensation Self-Insurance Program
- Maintains constant contact with the local and national insurance community as a source of information concerning innovations relative to risk transfer
- Supervises processing of claims and policy updates and registers for fleet, fire, public liability, and boiler and machinery insurance coverages
- Examines and approves insurance for school leases and contracts
- Reviews field trip insurance information for completeness and accuracy
- Reviews and supervises the processing for payment on damage and loss reports
- Performs other related duties as required

DIRECTOR, RISK MANAGEMENT AND INSURANCE

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 established by the District.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 04/01/16 CH; BOARD APPROVED: ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88, TITLE REVISED: 8/94, PBL; BOARD APPROVED: 8/24/94; MQ'S REVISED: 5/95 SV; BOARD APPROVED: 5/23/95; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED FORMAT, RT, SUPERVISES, MF 04/01/16 CH

DIRECTOR, RISK MANAGEMENT AND INSURANCE

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Risk Management and Insurance – ADM