

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6685
Pay Grade: D12

FLSA: Non-Exempt

SENIOR RISK MANAGEMENT TECHNICIAN

MAJOR FUNCTION:

Performs highly responsible, technical, specialized office and field work in workers' compensation or liability administration. Work is performed independently and reviewed through conferences and claims cost and quality control.

DUTIES AND RESPONSIBILITIES:

Workers' Compensation:

- Receives employee injury reports and assists Third Party Administrator in determining compensability of claim, processing claims as required under law and authorizing medical treatment as necessary
- Coordinates sick leave and workers' compensation benefits with the Payroll Department and authorizes deductions
- Consults with principals, supervisors and the Personnel Department regarding the return of employees to light duty
- Reviews draft registers and insurance reports and informs the Third Party Administrator.
- Requests checks to replenish accounts
- Recognizes and reports safety hazards to Safety Specialist/Supervisor
- Prepares requested reports on job-related accident frequency for principals, directors and/or supervisors
- Applies knowledge of local and federal Workers' Compensation Law, Department of Labor regulations, Florida school laws and Board policy as they relate to the district's Workers' Compensation program and keeps informed of any changes
- Receives and processes deposits received for other liability claims
- Assembles statistical data and prepares reports
- Serves as liaison between School Board, Third Party Administrator, Managed Care Company and other parties involved with the Workers' Compensation Program and its administration
- Obtains and submits data to payroll required for FRS adjustments
- Researches, prepares, and submits necessary state reports and provides information to Broker regarding Excess Workers' Compensation Insurance
- Provides lead direction to other clerical personnel
- Utilizes PC and mainframe computer applications for data input, retrieval and generation of reports
- Performs other related duties as required

Liability and Insurance Programs

- Responsible for processing of reports relating to student accidents, public liability, motor vehicle fleet, property damage and/or loss, and commercial property insurance
- Coordinates safety activities arising out of claims for property damages, fleet accidents and student injuries
- Analyzes data to determine accident frequency and severity, identifies serious or recurring problems and coordinates activities with appropriate personnel
- Reports and makes recommendations to department administration
- Serves as liaison between School Board, Third Party Administrator and others involved with liability claims
- Provides lead direction to other clerical personnel
- Serves on committees within the School Board and in the business community
- Applies knowledge of Florida Statutes, Department of Education Regulations, Life Safety Code and other governmental standards in the performance of job duties

DUTIES AND RESPONSIBILITIES:

Liability and Insurance Programs (continued)

- Makes periodic and contingency inspections to assess hazards and recommends preventive measures related to property damage, fleet accidents and student injuries
- Files claims for district insurance policies such as E & O, EPL, Employee Dishonesty, Property Insurance and vocational programs
- Coordinates the preparation and review of specifications for district insurance policies
- Maintains property value data base for insurance purposes
- Maintains data base for insured and self-insured claims
- Utilizes PC and Mainframe computer applications for data input, retrieval and generation of reports
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED, supplemental courses in accounting or business administration, plus four (4) years experience in Workers' Compensation, Liability, Human Resources or Payroll administration depending on assignment.

PREFERRED:

Associate's degree with course work in insurance. Demonstrated skills in computer knowledge. Knowledge of Microsoft Office Professional software applications.

ISSUED: 5/90 PBL; BOARD APPROVED: 11/28/90; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED: 9/96 PBL; BOARD APPROVED: 10/22/96; REVISED WC: 6/04 LM; MQ'S REVISED: 10/09 RAS; BOARD APPROVED: 10/27/09

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.

SENIOR RISK MANAGEMENT TECHNICIAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				

Senior Risk Management Technician – PESPA