

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7116  
Pay Grade: D11

FLSA: Non-Exempt

**RISK MANAGEMENT TECHNICIAN**

**MAJOR FUNCTION:**

Performs advanced, specialized, highly responsible clerical work in the area of benefits administration, the tax deferred annuity program, or insurance and loss control. Work is performed under general direction and requires a high degree of independent judgment based on experience and specialized knowledge.

**DUTIES AND RESPONSIBILITIES:**

Employee Benefits

- Assists Supervisor in the development, coordination and monitoring of the district's employee benefit program. Responsible for day to day activities related to Flex Plan administration and compliance with federal regulations. Assists with coordination of Open Enrollment.
- Responsible for adjustment approvals, return from leave audits, error/discrepancy report review and analysis. Responsible for input, adjustments, problem resolution and account reconciliation regarding benefit programs.
- Serves as resource person for staff regarding employee benefits. Provides training, technical, assistance and guidance to benefits team and other risk staff as required. Performs complicated adjustments as requested by Supervisor or team members.
- Serves as team leader for benefits staff.
- Maintains knowledge in employee benefits, the district's Payroll/Personnel system, required PC applications and federal and state regulations governing employee benefits.
- Serves as a liaison between employees, labor organizations and carriers. Works with carriers to resolve customer service issues.
- Performs related duties as assigned.

Benefits & Quality Improvement Program

- Assists Supervisor in the development, coordination and monitoring of the Risk Management & Insurance Quality Improvement Plan. Responsible for department communication activities which include Newsletter, hot line and Web Page. Coordinates department out reach program to schools and departments.
- Assists Supervisor in the development, coordination and monitoring of the district's COBRA and Dependent/Employee Day Care Child Care programs. Responsible for compliance with federal regulations. Assists with coordination of Open Enrollment.
- Responsible for input, vendor payments, error/discrepancy report review and analysis, problem resolution and account reconciliation. Serves as resource person for staff regarding COBRA and Dependent/Employee Day Care programs.
- Maintains knowledge in employee benefits, the district's Payroll/Personnel system, required PC applications and federal and state regulations governing employee benefits.
- Serves as a liaison between employees, COBRA participants and carriers. Works with carriers to resolve customer service issues.
- Responsible for writing, compiling and maintaining Risk Management policies and procedures manual based on department input.
- Performs related duties as assigned.

## RISK MANAGEMENT TECHNICIAN

### **DUTIES AND RESPONSIBILITIES: Continued**

#### Tax Deferred Annuity Program

- Assists Supervisor in the development, coordination and monitoring of the district's tax deferred annuity program. Responsible for program administration and compliance with federal regulations.
- Responsible for input, vendor payments, error/discrepancy report review and analysis, problem resolution and account reconciliation. Serves as resource person for staff regarding tax deferred annuity program. Provides training, technical assistance and guidance to benefits team and other risk staff as required.
- Maintains knowledge in employee benefits, the district's Payroll/Personnel system, required PC applications and federal and state regulations governing benefits and tax deferred annuity plans.
- Serves as a liaison between employees, labor organizations and TDA vendors. Works with vendors to resolve customer service issues.
- Performs related duties as assigned.

#### Insurance and Loss Control

- Assists Safety & Loss Prevention Specialist in the development and implementation of the district's safety, loss control, and insurance programs. Responsible for day to day activities related to liability claims, fleet accidents, student injuries, and property damage or loss.
- Responsible for preparing insurance claims and serves as liaison between School Board, The Third Party Administrator, and others involved with insurance claims.
- Prepares and maintains data bases, claims records, and correspondence. Provides direction to other departmental personnel as assigned.
- Applied knowledge of Florida Statutes, Insurance Regulations, Department of Education Regulations, and standard safety and loss control techniques in the performance of job duties.
- Coordinates safety activities, provides employee training, and provides technical assistance to school and department staff members as required to insure the success of district safety, loss prevention, and loss control programs.
- Makes periodic and contingency inspections to assess hazards and program compliance. Recommends preventive measures related to district loss control efforts.
- Utilizes PC and Mainframe computer applications for data input, retrieval, and generation of reports.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Graduation from a standard high school or possession of a GED, plus four (4) years progressively responsible office experience, two (2) of which must be in a benefits, insurance, or a risk management related area. Demonstrated skills in computer usage.

### **PREFERRED:**

Employee Benefits: Post secondary courses in insurance.

Tax Shelter: Post secondary courses in insurance and/or accounting.

Insurance and Loss Control: Post secondary courses in insurance, safety, or liability

ISSUED: 5/90 PBL; BOARD APPROVED: 11/28/90; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REV. (MF AND D & R) 10/96 PBL; REV. (MF AND D & R) 12/97 BMP; REVISED WC: 6/04 LMCK.

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.

## RISK MANAGEMENT TECHNICIAN

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

Risk Management Technician - PESPA