

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Risk Management and Workers' Compensation

QUALIFICATIONS

- Bachelor's Degree required.
- Preferred - Experience in administering property and casualty insurance, workers' compensation, and supervisory experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of property and casualty insurance and risk management strategies to reduce claims costs including legal and regulatory requirements for Florida local government entities.
- Knowledge of regulations pertaining to workers' compensation and workplace safety.
- Knowledge of principles of strategic planning and continuous quality improvement.
- Knowledge of computer applications and technological developments, as related to departmental job functions.
- Knowledge of personnel evaluation and protocol and other personnel procedures.
- Skill in reading, interpreting, and applying information in technical manuals, insurance policies, and other documents.
- Ability to administer workers' compensation programs including planning and decision-making.
- Effective skills in oral and written communication.
- Ability to communicate and work cooperatively with a variety of personnel and the public.
- Ability to provide leadership to assigned personnel.

SUPERVISION

REPORTS TO Cost Center Supervisor
SUPERVISES Assigned Personnel

POSITION GOAL

To manage the Seminole County Public Schools risk management and workers' compensation programs to ensure a safe environment for employees; and to provide leadership in the development and administration of a cost effective property and casualty risk management program through a combination of risk retention, effective claims management, and risk management.

PERFORMANCE RESPONSIBILITIES

1. *Coordinate acquisition and renewal of property and casualty insurance policies including gathering underwriting data and negotiating terms consistent with responsible risk retention.
2. *Participate in the investigation of accidents or incidents which may result in liability or claims in coordination with Legal Services and the District's third party administrator.
3. *Coordinate the workers' compensation light duty return-to-work program and work with the Human Resources Department on appropriate placement.
4. *Coordinate and oversee the processing and submission of property and casualty claims.
5. *Administer workers' compensation and other casualty claims in coordination with, and as appropriate under the direction of, the Executive Director of Legal Services.
6. *Provide immediate response to and, as appropriate, initiate loss mitigation of property claims.
7. *Coordinate and negotiate the settlement of property claims with insurance claims adjusters.
8. *Oversee and monitor third party administration and settlement of claims.
9. *Plan and coordinate in-service training in the areas of loss prevention and safety for District personnel.

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- 10. *Analyze and monitor potential risks at schools, facilities, and other School Board properties and make administrative recommendations for avoidance or reduction of liability issues.
- 11. *Acquire and distribute to all sites workers' compensation notices, posters, and other information, as required by Florida Statutes and the Florida Administrative Code.
- 12. *Coordinate, administer, and participate, as appropriate, in safety training programs for District employees to ensure a safe and healthy work environment.
- 13. *Coordinate with schools and departments to develop and administer a process for timely evaluation, review, and monitoring of insurance requirements in all existing and proposed contracts and agreements to include review and maintenance of records of Certificate of Insurance and copies of other parties' insurance policies, as appropriate.
- 14. *Maintain and continuously update the technical expertise of yourself and the department team in risk management techniques, property and casualty insurance policies, and the legal environment, as it relates to K-12 institutions.
- 15. Perform other duties as assigned by the Cost Center Supervisor.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

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| PAY GRADE AO-07-E \$\$76,811 - \$117,713 District Salary Schedule Months 12 Annual Days 258 Weekly Hours 37.5 Annual Hours 1935 | POSITION CODES PeopleSoft Position TBD Personnel Category 06 EEO-5 Line 06 Function 7700 Job Code 2102 Survey Code 77318 | FLSA <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable ADA Information Provided by Mark Russi Position Description Prepared by Mark Russi | BOARD APPROVED February 22, 2022 February 8, 2022 May 9, 2017 Previous Board Approval |
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The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.