

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, Risk Management

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma and five (5) years workers' compensation and property casualty experience required. Bachelor's Degree and two (2) years workers' compensation and property casualty experience preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to job functions.
- Effective skills in oral and written communications.
- Ability to work with a variety of personnel and the public.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.
- Knowledge of workers' compensation and general liability laws and regulations.

SUPERVISION

REPORTS TO Director of Benefits and Insurance Services
SUPERVISES No Supervisory Duties

POSITION GOAL

To process and maintain claim files and records for workers' compensation and general liability program.

PERFORMANCE RESPONSIBILITIES

1. *Review and evaluate all work-related accident reports for completeness and clarity of data; analyze data, as needed, to ensure compliance with policy and regulatory requirements.
2. *Determine appropriateness of workers' compensation claims, investigate individual claims for eligibility for workers' compensation benefits, and ensure all legal and procedural requirements are met for the processing of claims to ensure proper and timely payment to employees and medical facilities.
3. *Counsel individual employees concerning workers' compensation benefits.
4. *Complete claim forms for incident or accident reporting.
5. *Track employees' time away from work due to work-related injuries.
6. *Coordinate with payroll department in calculating wage forms and leave information.
7. *Communicate with schools and departments regarding claims and employee leave information.
8. *Communicate, as required, with District's insurance or third party administrator claims offices.
9. *Assemble appropriate medical information and facts regarding claims for cases pending litigation.
10. *Ensure compliance with Board rules and applicable federal laws and regulations.
11. *Manage commercial bus carrier list ensuring that all are in compliance.
12. *Manage record retention.
13. Perform other duties as assigned by the Director of Benefits and Insurance Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment

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PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
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 not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE

AS-D \$45,429 - \$80,675
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function Vary
Job Code 2101
Survey Code 77332

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

September 13, 2016

ADA Information Provided by Lauren Haddox
Position Description Prepared by Lauren Haddox