

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

COORDINATOR, Insurance

QUALIFICATIONS

- Bachelor's Degree **OR** Five years of professional insurance management in employee benefits, including at least two years of experience in a supervisory capacity.
- Experience negotiating with benefit providers.
- Knowledge of fringe/personnel benefits programs and insurance programs (both self and conventional).
- Knowledge of risk management and worker's compensation programs desirable.
- Knowledge of federal, state and local rules relating to employee benefits, worker's compensation and risk management.
- Knowledge of computer and technological applications as related to specific job functions.

REPORTS TO Executive Director of Human Resources and Professional Standards **SUPERVISES** Benefits Specialist 3, Benefits Clerk

POSITION GOAL

To administer established Board benefit programs, develop and recommend new and improved policies and plans, and assure compliance with requirements and regulations

PERFORMANCE RESPONSIBILITIES

1. * Coordinate the activities of the employee benefits office to provide for the efficient and timely administration of the program.
2. * Provide and manage a complete fringe benefits program for employees in the District.
3. * Develop and implement a variety of insurance programs designed to provide coverage and protection for the District.
4. * Monitor current benefit programs, develop and disseminate related resource materials, and make benefits recommendation to the Executive Director.
5. * Maintain open communication between the employee benefits office and the schools and departments within the District.
6. * Conduct new employee orientations.
7. * Coordinate the administration of the Tax Sheltered Annuity and Deferred Compensation programs.
8. * Oversee and coordinate the federally mandated and/or regulated COBRA, 125 Cafeteria Benefits Plans and other special benefit programs.
9. * Prepare statistical information concerning insurance premiums and losses.
10. * Compile statistical data and develop benefit program specifications for the purpose of bidding the various program components as applicable.
11. * Assist in the preparation and evaluation for bid or negotiations for all types of insurance or related services.
12. * Coordinate with group health and life insurance carriers and flexible benefits plan administrators.
13. * Review monthly and annual claim reports from insurance companies.
14. * Administer the employee benefits accounting process on an accurate and timely basis.
15. * Analyze reports and make recommendations regarding benefit and/or premium changes.
16. * Attend periodic insurance committee meetings as a consultant to provide competent technical information.
17. * Answer questions concerning all insurance coverages and troubleshoot problem claims.
18. * Serve as liaison between the District and insurance agency representatives and third party administrators.
19. * Prepare Board agenda items, with detailed documentation, pertaining to benefit proposals, or amendments to current plans.
20. Perform other duties as assigned by the Executive Director of Human Resources and Professional Standards.

*Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position TBA Function 7500	2 Sedentary	August 11, 1998
AO-19-K \$77,694 - \$119,193	Personnel Category 14 Survey Code 77329	3 A - C / P / S - V	
M-12 D-258 H-1935	EEO-5 Line 44 Job Code 1996	4 Indoors	