



DIRECTOR – EMPLOYEE BENEFITS AND RISK MANAGEMENT

SUMMARY/SCOPE/GOAL

Direct activities in an efficient and professional manner by providing leadership in developing, maintaining, and implementing employee benefits products and programs; overseeing employee wellness activities and integrating these with benefits initiatives; managing district leaves of absence processes. Knowledge of Florida Workers' Compensation law, sovereign immunity law, unemployment compensation, and Federal law and manage all claims and litigation arising from these areas of responsibility. Knowledge of safety-to-life inspections, and loss prevention programs.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's Degree in Human Resources Manage, Business Administration, Law, Psychology, Nursing, Public Administration, Medical Management, or a related field from an accredited educational institution required.
- Minimum of seven (7) years' experience in the administration of risk management program, employee benefit program, or a combination of both.
- Minimum of three (3) years' experience in the supervision of employees.

PREFERRED/DESIRED:

- Master's Degree from an accredited educational institution preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver License.

PREFERRED/DESIRED:

- N/A

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Plan and direct the implementation and administration of the employee benefits programs such as health insurance, life insurance, and other programs.
2. Provide services to employees to answer their benefits questions, resolve problems related to access to or payment of benefits, and process enrollment forms and changes.
3. Coordinate transfer of data to external vendors, plan providers, auditors, and consultants.
4. Analyze and evaluate services, coverage, and options available through insurance and investment companies to determine programs best meeting the needs of the organization.
5. Recommend benefit plan changes to management.
6. Notify employees and labor union representatives of changes in benefits programs.
7. Prepare and communicate information to employees and former employees about benefit programs, procedures, changes, and government-mandated disclosures.

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8. Maintain knowledge of and analyze government regulations, benefits program trends, and prevailing practices among similar organizations.
9. Manage the employee assistance program.
10. Supervise personnel responsible for the processing of Leaves of Absence for all employees
11. Manage the ADA, FMLA, and other similar programs process.
12. Plan and direct implementation and administration of the districts self-insured employee Workers' Compensation, General Liability, Auto Liability, discrimination claims program from commencement to termination of litigation.
13. Monitor claims on a monthly basis.
14. Coordinate risk management activities with insurance carriers and service providers.
15. Prepare forecast of expected claims and establish adequate funding rates for self-insurance programs.
16. Coordinate the preparation of reports of injury or accidents.
17. Plan and coordinate in-service training in the areas of loss prevention and safety for school district personnel.
18. Prepare budgets for internal service accounts funds.
19. Program manage the district's formal policies and procedures review, creation, and publication.
20. Provide facilitation to district division heads in organizational review and revamping.
21. Provide support to district "business side" management development.
22. Program manage other initiatives as assigned.
23. Plan and direct the district's facility use by non-district entity program.
24. Plan and direct the district's unemployment compensation claim management program.
25. Evaluate performance of subordinates.
26. Preparation and evaluation for bid or negotiations of all types of insurance or related services including, property, boiler, crime, excess workers' compensation/liability, errors and omission, storage tank insurance, etc.
27. Manage the insured claim recovery for all property and casualty exposures from commencement of the claim to its termination.
28. Attend all related depositions, mediations, act as the district's representative in court trials and hearings.
29. Negotiates claim both litigated or not settlements on behalf of the district on appropriate claims.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Thorough knowledge of the principles and techniques of employee benefits program management, particularly self-funded health plans; demonstrated ability to successfully apply this knowledge to a working environment. Thorough knowledge of the principals and techniques of Risk Management; ability to establish adequate funding rates for employee benefits, workers' compensation, and liability programs. Ability to forecast expected claims for these programs. Ability to deal with members of the public concerning student injuries or damage to property of nonstudents. Ability to negotiate settlements on behalf of the school district for workers' compensation, general liability, auto liability, discrimination, property damage or any other claim that may arise.

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Ability to negotiate third-party administration agreements, insurance procurements, and act as the district representative in all claims associated with these contracts. Knowledge of applicable federal, state, and local regulations. Working knowledge of FEMA claims and recovery processes. Ability to prepare and maintain complex records - manual and automated. Ability to supervise and evaluate the work of others. Knowledge of team-building techniques and dispute resolution concepts. Effective written and oral communications skills; effective presentation skills. Good organizational, program management and personal leadership skills. Ability to use personal computers.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:

Human Resources

DEPARTMENT:

Employment Services

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TITLE CODE:	D0226/D0257	CONTENT BY:	Associate Superintendent, Human Resources Services
GRADE:	29	COMPENSATION:	Rick Morton
UNIT:	NB (Exempt)	LABOR RELATIONS:	Jim Hickey
LAST BOARD APVD:	04/28/2015	CLASSIFICATION:	Debra Pace

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	04/28/15	Initial Release	Human Resources
1.1	06/16/20	Revised: New format, updated Division per department reorganization approved by Board action.	Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.