

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, BENEFITS AND RISK MANAGEMENT

QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Minimum of five (5) years related experience.
- (3) Type at a prescribed rate of 35 CWPM.

KNOWLEDGE, SKILLS AND ABILITIES:

Skills in use of computer and word processing. Knowledge of office practices, procedures, and equipment. Ability to operate a 10-key calculator proficiently. Knowledge of bookkeeping and / or accounting procedures. Ability to maintain confidentiality. Good interpersonal and communication skills. Ability to establish and maintain positive working relationships with others.

REPORTS TO:

Director, Personnel

JOB GOAL

To assist in the administration of the district's human resource and employee benefit programs to promote efficiency and maximize services to employees.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide employees with appropriate insurance forms and obtain information regarding group health insurance for payroll processing.
- * (2) Provide retirees with appropriate basic life insurance and group health insurance forms and processes F.R.S. deductions.
- * (3) Invoice retirees as needed for non-F.R.S. health insurance deducted premiums and all basic life insurance premiums.
- * (4) Reconcile group health insurance retiree monthly health insurance premium statement.
- * (5) Assume responsibility for providing information, assistance and / or training to School District employees regarding COBRA, Worker's Compensation, Sick Leave Bank and Employee Benefits.
- * (6) Assume responsibility for processing and monitoring Worker's Compensation claims, serve as District liaison for Consortium and claims adjuster, and provide support for District cost centers as needed.
- (7) Assist with new employee orientation for Employee Benefits (Cafeteria Plan) and Worker's Compensation.
- (8) Serve as District liaison for the Third Party Administrator and assist Third Party Administrator with plan review, vendor bidding, annual enrollment and other support as needed.
- (9) Assume responsibility for monitoring policy revisions, updates and training documentation for General Health and Safety, Bloodborne Pathogens, Hazard Communication, Chemical Hygiene and Hazardous Energy Control.
- (10) Serve as secretary for the District Health and Safety Committee.
- (11) Process claims and maintain files on General Liability and Property Loss and serve as District liaison with liability carrier.

EMPLOYEE BENEFITS ANALYST (Continued)

- (12) Process and maintain facility liability coverage, facility use and bus requests.
- (13) Assist in payroll processing as applicable.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(15) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 6
Lane C BRM
Salary Index 0.5192 of the Administrative Salary Schedule
DOEJob Code 77318**

Lane C BRM

**Board Approved 12/20/2011
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