



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: INSURANCE AND RISK MANAGER

QUALIFICATIONS:

1. A bachelor's or higher degree with 2 years related supervisory experience.
OR
Five (5) years of supervisory experience in commercial or governmental risk management or insurance and claims management.
2. A degree or licensure in risk management and/or a valid 5-20 Florida Adjusters License is preferred. Three (3) months after date of hire will be given to obtain licensure.
3. Minimum of (3) years experience in various areas such as Florida Tort, Discrimination/Employment Practice, Whistle Blower, Florida Sovereign Immunity, Florida Workers' Compensation and Federal Discrimination/Employment Practice claim handling and litigation management including mediation, hearing and liability management experience preferred.
4. Knowledge of risk management and school personnel law in Florida, public records law, labor law, property, casualty and liability insurance laws and regulations.
5. Ability to:
 - a. Implement and administer self-insurance programs;
 - b. Analyze actuarial reports, bids, and policies and recommend insurance coverage based on the needs and requirements of the School Board; and
 - c. Manage the activity of the Third Party Claim Administration, Claim Service Company and Workers' Compensation Managed Care Service company.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Works with Health Benefits Consultant on group health, group and supplemental life; and, any other supplemental insurance available to employees through payroll deduction. Coordinates all renewals of Group health, group and supplemental life and any other supplemental group benefits with the School Board's assigned Group Benefit Broker/Consultant.
2. Coordinates and manages all property, casualty, and excess insurance and recommends any necessary changes required for these programs.
3. Prepares all renewals of property and casualty insurance and coordinates renewals with the Board's assigned broker/consultant.
4. Reviews all submittals of property and casualty insurance from the Board's broker/consultant.
5. Maintains all records and files related to insurance such as claims, accidents, injuries, monies paid or received from or to insurance companies, individuals, loss funds, etc.
6. Serves as the resource person for all insurance related questions.

7. Monitors and stays abreast of all state laws and SBE regulations.
8. Coordinates and monitors the District Safety and Loss Control Program.
9. Acts as liaison and primary contact for the Board and insurance carriers, insurance consultants, and service companies.
10. Evaluates Risk Management personnel using district assessment procedures.
11. Administers motor vehicle requests (MVR) involving personal vehicle use for school activities.
12. Administers hold harmless and insurance requirements for outside organizations use of district buses.
13. Develops investigative procedures when a claim is filed to determine liability and appropriate reserves of liability exposure and works with legal counsel as needed.
14. Supervises department personnel.
15. Manages self-insured service companies and related contracts.
16. Reports effectively in writing and orally to Board, Superintendent and supervisor.
17. Attends and manages claim mediations, hearings and trials and works closely with Board Attorneys.
18. Administers Self-Insured Workers' Compensation, Liability and Property Program.
19. Communicates with parent, community, advisory and business groups in the community concerning Risk Management issues.
20. Administers School Board insurance programs – property, casualty, automobile, workers' compensation, liability, fidelity, student accident, football, and employee group health, life, disability, and flexible benefit plans.
21. Pursues recovery of damages to School Board property resulting from accidents due to third party negligence and attend legal proceedings relating to insurance claims as needed.
22. Performs constant reviews of losses to determine areas of loss and means of reduction.
23. Prepares or supervise the preparation of all required reports and maintain all appropriate records.
24. Attends legal proceedings relating to insurance claims as needed.
25. Manages the district's Risk Management program to ensure the assets of the School Board and the health and safety of students and employees are protected.
26. Recommends necessary changes to district insurance programs.
27. Performs periodic review of losses and recommend steps for risk reduction intervention.
28. Attends conferences with appropriate legal representatives and attend conferences, mediations and legal proceedings relating to claims as needed.
29. Performs other such duties as may be assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. 12 months. Paygrade as established by the School Board in Current Salary Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.



Reviewed by Dept. of Human Resources

APPROVED JUN 14 2016

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer