 The School Board of Polk County

https://www.polk-fl.net

# Job Description

 Position Title: Senior Manager, Risk Management & Benefits

 FLSA Status: Exempt

Salary Grade, if non-union: SG20 Pay Grade, if union:

Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

Responsible for planning, organizing, and supervising a comprehensive risk management and employee benefits program for the school district.

Essential Functions of this Job:

Responsible for managing and supervising the day-to-day functions of the Risk Management & Benefits Department. Programs to be developed and maintained by the Senior Manager Risk Management & Benefits include but are not limited to: Comprehensive Workers Compensation program oversight including claims management, investigations and Return to Work strategies; District-wide Property/Casualty and Liability Insurance programs; Retiree Benefits education and management, including tax-sheltered annuities and the

Bencor Special Pay Plan ; Leave of Absence/FMLA administration; Ongoing oversight of Employee Health Clinics; and implementation/ongoing management of all employee benefit programs including self-insured group medical and pharmacy plans, fully-insured life insurance, vision plans, dental plans, short and long- term disability insurance, flexible spending accounts, Section 125 plan, and all other employee selected benefit deductions. Develop and implement strong employee and retiree communication strategies on the various risk management and employee benefit programs. Plan, manage and oversee the annual and new employee insurance enrollment process, including all communication materials and methods for enrollment. Develop and coordinate comprehensive staff training to educate on insurance products, excellent customer service practices, and service goals of the department. Coordinate and direct the day-to-day activities of the risk management and employee benefits staff. Interpret and clarify benefit plans and Board policies, resolve elevated employee issues, and implement employee surveys. Work closely with information technology and other identified stakeholders to ensure accuracy of enrollment elections in SAP and eligibility transfers to various insurance vendors. Work with Risk Management & Benefits Analyst in developing protocols for ongoing audits and reconciliation to ensure adequate controls are in place. Develop and maintain relationships with vendors, monitor renewal of benefit plans, eligibility information, and vendor payments. Assist in the selection, implementation, and ongoing oversight of all employee benefit plans. Provide direction to vendors and staff in the administration of insurance benefits for active employees, retirees,

Page 1 of 2

COBRA, and employees on leave of absence. Provide support to stakeholders on presenting plan performance and recommendations. Prepare specifications for bids or requests for proposals related to the employee benefits, workers' compensation and general liability programs and analyze, evaluate, and recommend the best proposals received. Work directly with insurance consultants in administering the various insurance and risk management plans Non-Essential Functions of this Job:

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of employee benefits practices and procedures. Knowledge of enrollment methods and reconciliation protocols. Knowledge of State and Federal laws pertaining to large group employee benefit issues and worker's compensation and general liability issues. Ability to manage the financial aspects of a benefits program and workers' compensation and general liability program, with strong financial skills in self- insurance programs. Ability to deal effectively with district personnel, students, and the public. Ability to plan, implement, and evaluate programs, policies, and procedures. Ability to manage department personnel. Ability to prepare and operate a departmental budget.

Education, Experience and/or Certification/License Requirements:

Graduation from an accredited four (4) year college or university with a Bachelor's Degree, major course work in business or risk management required OR equivalent combination of education, training, and experience. A minimum of four (4) years of experience in the administration of comprehensive large group employee benefits programs for health, workers' compensation, and general liability, with emphasis on self-insurance programs including at least three (3) years of supervisory experience required. Specialty designations or certifications preferred such as All Lines Adjuster's License, CSRM, SHRM-CP.

SHRM-SCP, SPHR, PHR or CEBS.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day. 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.

Local Code: 9967

EEO5: 44

Approval Date: 2018-12-11 Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*

Page 2 of 2