

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

RISK MANAGEMENT COMPLIANCE ANALYST

SALARY SCHEDULE: ADMINISTRATIVE – [H] - M

COST CENTER: HUMAN RESOURCES 9023

QUALIFICATIONS:

- Bachelor’s Degree in an insurance-related field from an accredited college or university.
- Minimum of three (3) years successful experience in risk management and group benefits, preferably in a governmental unit.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess analytical and interpersonal skills and abilities.
- Possess effective decision-making and technical writing skills.
- Ability to organize and prioritize activities.
- Ability to communicate effectively, both orally and in writing.
- Possess demonstrable computer skills and proficient in the use of spreadsheet and word processing programs and database applications.
- Knowledge of laws, rules and regulations relating to assignments.
- Knowledge, understanding and ability to use current technology related to job assignments.

REPORTS TO:

Supervisor of Risk Management

JOB OBJECTIVE:

To analyze, develop, implement and monitor District benefit and risk management programs for compliance with all relevant federal and state regulations, school board policies and collective bargaining agreements.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Responsible for compliance with federal and state regulations such as PPACA, Section 125, COBRA, HIPAA, GINA, FRS, OSHA, FDOT etc. that govern employee group benefit and risk management programs.
- Work with appropriate departments, consultant/broker and Third Party Administrators (TPA) to ensure timely and accurate compliance reporting to appropriate federal and state agencies.
- Monitor, track, analyze and report to supervisor, regulations that impact employee benefits and risk management programs.
Participate in the development, implementation and maintenance of a comprehensive District-wide occupational safety and loss prevention program.
Apply knowledge of standard safety practices and risk management techniques to reduce the frequency and severity of losses to the District’s self-insured programs.
Make periodic inspections and compliance audits to identify unsafe conditions and verify adherence to District safety programs and governmental regulations.
- Responsible for implementing programs and updating District safety procedures and manuals.
- Analyze and interpret data, identify trends and recommend corrective actions based on information in various accident reports for all self-insured risk management programs.

RISK MANAGEMENT COMPLIANCE ANALYST (Continued)

- Assists supervisor as required to manage day to day business of the department safety and liability programs.
- Coordinate occupational safety and health compliance.
- Prepare all required reports and maintain all appropriate records.
- Exhibit support for the District's vision, mission, goals and priorities.
- Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- Respond to inquiries or concerns in a timely manner.
- Keep Supervisor informed of potential problems or unusual events.
- Work closely with District and school staff to support school improvement initiatives and processes.
- Disseminate information and current research to appropriate personnel.
- Keep well informed about current trends and best practices in areas of responsibility.
- Maintain expertise in assigned areas to fulfill project goals and objectives.
- Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- Promote and support professional growth for self and others.
- Develop annual goals and objectives consistent with and in support of District goals and priorities.
- Maintain a network of peer contacts through professional organizations.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Serve on District, state or community councils or committees as assigned or appropriate.
- Represent, consistently, the District in a positive and professional manner.
Assist in implementing the District's goals and strategic commitments.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Provide oversight and direction for cooperative planning with other agencies.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Facilitate problem-solving by individuals or groups.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- *Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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.

Job Description Supplement No. 11

RISK MANAGEMENT COMPLIANCE ANALYST (Continued)

*Essential Performance Responsibilities