

TITLE: Director, Insurance and Benefit Management

QUALIFICATIONS: 1. Bachelor's degree in Business Administration, Risk Management or related fields.
2. Minimum three years experience in risk management and employee benefits administration.
3. Supervisory experience and demonstrable organizational and leadership skills.
4. Strong oral and written communication skills.
5. Ability to analyze and evaluate claims and financial data.
6. Such alternatives to the above qualifications as the Board finds appropriate and acceptable.

REPORTS TO: Chief Financial Officer

JOB GOAL:

1. To provide affordable, quality health care services to employees and their covered dependents.
2. To coordinate the determination, selection and administration of voluntary employee benefits to ensure employee customer satisfaction.
3. To identify, analyze and evaluate risk for the purpose of protecting and preserving District assets through risk elimination, assumption, sharing, and transfer, and through effective claims management.
4. To provide a safe and secure environment to support increased student learning and staff productivity.

ESSENTIAL FUNCTIONS:

- *1. Manages the District's self-insured health plan to ensure fiscal stability.
- *2. Plans and directs selection, implementation and administration of voluntary employee benefits.
- *3. Manages the District's self-insured property/casualty fund, to include oversight of Workers' Compensation "Light" and "Alternate Duty" programs, placement of insurance, claims management and adherence to applicable laws and regulations.
- *4. Supervises the District's safety/security programs to include inspections, training, testing and compliance with applicable laws, statutes and regulations.
- 5. Educates employees via monthly newsletter, memos, brochures and manuals and monitors employee satisfaction via benefit surveys and employee focus groups.
- 6. Chairs and coordinates all activities of the District's Insurance Task Force, to include the preparation and evaluation of requests for proposals (RFP's) and subsequent recommendations.
- 7. Coordinates emergency public shelter operations with Lee County

8. Coordinates the District's Early Retirement Incentive Plan.
9. Manages facility rental program.

*Core Measures

OTHER RESPONSIBILITIES:

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

PHYSICAL REQUIREMENT:

This position requires 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:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

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

Adopted: 12-02-75 (Director, Risk Management)

Revised Board Approval Date: 10-24-2000