

## **DEL MAR UNION SCHOOL DISTRICT**

### **CLASS TITLE: BENEFITS & RISK MANAGEMENT COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Human Resources, coordinate the district's Risk Management programs, including workers' compensation, property and liability, employee benefits and safety programs.

#### **REPRESENTATIVE DUTIES:**

- Manage and administer employee benefit plans and act as health benefits coordinator; coordinate employee benefit programs in compliance with carrier contracts (e.g. enrolling new employees, explaining benefits options, mediating benefit eligibility and payment issues, open enrollment, etc.).
- Assist with inquiries from employees, beneficiaries and/or insurance providers regarding health plans including compliance with State and Federal Law including, Family Medical Leave Act, California Family Rights Act, Medicare parts A & B and continuation of group health benefits (COBRA).
- Communicate with payroll department as needed to ensure billing and payroll deductions are accurate.
- Participate on districtwide benefits committee.
- Track annual mandated trainings for all staff.
- Serve as a liaison and communicate with district administrators, employees and third-party administrators and/or health vendors to provide pertinent information and benefit expertise.
- Compile and analyze data to develop and recommend policies and administrative regulations regarding the District's property and liability insurance program, workers' compensation benefit insurance, and employee health benefit insurance programs.
- Investigate and analyze accidents involving District employees and students injured while using District equipment or facilities.
- Analyze the District's claims, loss, and accident history and identify methods to eliminate, minimize, or indemnify risks or possible losses.
- Act as liaison and coordinate District insurance programs with representatives of various insurance carriers and Joint Powers Agreement representatives.
- Participate in the investigation of incidents and coordinate preparation of materials and evidence for use in hearings, litigation, and insurance claim cases.
- Monitor case closing action, coordinate negotiations for settlement of claims wherein court action is not involved with claim adjuster and prepare reports for Board action.
- Represent the District at meetings with representatives from a variety of public agencies, insurance companies, and risk services firms.
- Take necessary steps to ensure District compliance with O.S.H.A. regulations.
- Interpret and apply language for Board Policy, Administrative Regulations and other documents relative to risk management, safety, loss control, and areas of potential liability.
- Establish annual safety objectives as deemed appropriate by the supervisor.
- Provide information concerning district policies, procedures, and programs as needed; communicate effectively with parents, the public and District personnel and members of the Board of Trustees orally and in writing.
- Manage workers' compensation claims including logging new claims as they are received and maintaining compensation claims records and databases.

- Provide workers' compensation insurance carrier with required forms within required timelines, track work status reports, facilitate interactive/return to work meetings and draft related correspondence.
- Operate computers, applicable software programs and peripheral equipment to enter, process, revise, and update information; operate a telephone, copier, calculator and other office equipment as assigned.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Basic financial and statistical accounting and record-keeping.
- Common office clerical terminology, skills, practices, record keeping techniques, filing and information management systems
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of State Education Code and other applicable laws.
- Fringe benefit procedures and the district's health & welfare plans.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies, procedures and programs
- Pertinent computer software programs such as Microsoft Office, Word, Excel, Power Point, and Outlook.

### **ABILITY TO:**

- Effectively plan, organize, prioritize and complete multiple tasks within reasonable time limits
- Work independently with minimal direct supervision.
- Maintain accurate records and prepare reports, which contain confidential or sensitive information.
- Communicate effectively both orally and in writing.
- Perform duties effectively and meet demanding schedules and timelines with frequent interruptions.
- Understand and accurately follow oral and written directions.
- Operate a variety of office equipment including a computer terminal.
- Establish and maintain cooperative, positive, and effective working relationships with the public and District staff.
- Be well organized and detail oriented.
- Work confidentially and use appropriate discretion in disseminating information.
- Understand, interpret, apply and be able to explain complex policies and pertinent laws, rules and regulations.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, supplemented by advanced training and courses in risk management, business administration, human resources or related work and five years increasingly responsible experience in employee benefits, risk management, workplace safety or related fields.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office environment
- Frequent interruptions
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Standing for extended periods of time.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information
- Sitting for extended periods of time
- Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store files and supplies.
- Rarely lifting items up to twenty-five pounds

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Salary Schedule on Range 32.