



SUPERVISOR – RISK AND PROJECT MANAGEMENT

SUMMARY/SCOPE/GOAL

To assist in the coordination of the District's risk, insurance, employee health clinic operations, facility use process, unemployment requests, FEMA related functions and duties and Affordable Care Act compliance.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's degree in Business, Accounting, or Law from an accredited educational institution.
- Five (5) years' experience in either claim handling/adjusting, legal work – such as paralegal or equivalent legal experience, or medical office management.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Supervise the Risk Management functions of the department in such a manner as to conform with generally accepted management principles, government risk standards, rules of the State Board of Education, and any applicable federal and state laws.
2. Process a variety of liability claims.
3. Assist in administering all FEMA related processes.
4. Assist in the oversight of the district's employee clinic operations in a manner that complies with state and federal laws.
5. Assist in the oversight of the District's facility use processing.
6. Assist with the District's employee wellness process and coordinate these activities with the employee clinic operations.
7. Analyze and classify claim frequency and severity; measure the financial impact upon the District.
8. Assist in the District's loss control, loss prevention, and claim avoidance activities.
9. Assist in the supervision of the District's employee health clinic operations program and Affordable Care Act requirements associated with employee health.

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OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of generally accepted risk management principles for government entities. Knowledge of federal and Florida laws and State Board of Education rules as they pertain to claims handling, legal work, or medical care requirements for employees. Skill in using modern office technology. Strong ability to communicate verbally and in written form to a variety of audiences and possess strong interpersonal communications skills. Ability to apply knowledge and skills in a collaborative setting.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) 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. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

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FOR HR USE ONLY:

DIVISION:	Human Resources	DEPARTMENT:	Employee Benefits and Risk Management
TITLE CODE:	C2112	CONTENT BY:	Director – Risk Management and Employee Benefits
GRADE:	19	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	Submitted 3/7/2023	CLASSIFICATION:	Karyle Green, Ed.D.
SCHEDULE:	8 hrs. – 12 mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	07/28/16	Initial Release	Human Resources
1.1	06/16/20	Revised: New format, updated Division per department reorganization approved by Board action.	Human Resources
1.2	2/15/2023	Updated scope and job functions, removed jobs covered by another function.	Antonia Scipio – Director Risk Mgmt. and Employee Benefits

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.