

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7118
Pay Grade: C03

FLSA: Exempt

RISK MANAGEMENT CLAIMS SPECIALIST

MAJOR FUNCTION:

This is highly skilled professional office and field work managing property, casualty, and other claims on behalf of the district. Recommends programs and processes directed at minimizing the risks and financial exposures of the district. Works both independently and as a member of a risk management safety and liability team toward achieving departmental and district strategic goals. Work is performed under general direction and is evaluated through conferences and supervisory feedback.

DUTIES AND RESPONSIBILITIES:

- Assists department management as required to manage the day to day business of the department's safety and liability section including all safety, liability, self insurance, and fully insured programs. Provides direction and leadership to other work unit staff members.
- Receives and analyzes notices of claims and legal proceedings filed against the district by individuals, attorneys, employees, and others.
- Prepares and files claims as appropriate with a third party administrator, an insurer, or the district's self insurance programs.
- Coordinates claims on behalf of the district through investigation, research, interviews, correspondence and other means. Follows up to see that claims are handled in accordance with district and departmental standards and in accordance with our TPA contractual requirements.
- Receives reports of damage to district real and personal property, investigates and coordinates claims, notifies appropriate insurers, subrogates as necessary.
- Identifies loss trends and situations with loss potential and notifies supervisor or other appropriate district staff member or department head.
- Educates others in loss prevention and loss control techniques through training seminars, personal contact, written materials, correspondence, and other means.
- Tracks claims to insure quality control, notification of primary and excess insurers, follows up with TPA, insurers, attorneys and others to insure prompt and proper handling of each claim.
- Oversees litigation management to see that attorney bills are correct, appropriate, and promptly paid. Discusses case settlement/defense strategy with supervisors, committees, and other interested parties in order to insure the most favorable outcome and to protect the financial interests of the district.
- Creates claims files, enters claims into data bases, prepares reports on claims, and corresponds with claimants, attorneys, witnesses, staff members, and other as needed.
- Attends legal proceedings, serves on committees, and attends professional seminars, as necessary on behalf of the district.
- Reviews student injuries to verify that documentation clearly defines information required to adjust or defend any potential claims. Works with principals and the Area Operations Team to provide continuous improvement in providing a safe learning environment.
- Performs related duties as required.

RISK MANAGEMENT CLAIMS SPECIALIST

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in an insurance, business, legal or similar discipline plus three (3) years of progressively responsible experience in a claims environment or an insurance, legal, or risk management field or an Associate's degree from an accredited college or university in an insurance, business, legal or similar discipline plus five (5) years of progressively responsible experience in a claims environment or an insurance, legal, or risk management field. Must demonstrate strong personal computer skills.

PREFERRED:

Currently licensed as a casualty claims adjuster. Experience in the public sector claims and insurance environment.

ISSUED: 5/00 PBL; BOARD APPROVED: 6/13/00

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

RISK MANAGEMENT CLAIMS SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Risk Management Claims Specialist - PTS