

## **Killeen Independent School District Job Description**

**Job Title:** Director for Risk Management and Employee Benefits  
**Reports To:** Chief Human Resources Officer  
**FLSA Status:** Exempt

### **SUMMARY**

Plans, directs, and coordinates risk management and insurance programs to control risks and losses of the district and coordinates the employee benefits program to best serve individual benefits needs of our employees and the district as a whole.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

#### Risk Management

Manages district's risk management policies and procedures.

Coordinates and monitors the district property/casualty insurance program, including general liability, real property, automobile, school leaders' errors and omissions, underground storage tank, excess liability, inland marine, boiler and machinery, bonds, and police professional liability insurance.

Coordinates with KISD's legal counsel to investigate and respond to all legal notices and claims, and ensures that payment is made for only those damages for which the district has a legal obligation.

Surveys and conducts cost/benefit analysis of risk management insurance programs.

Conducts risk management claims review and conflict/dispute resolution.

Implements, coordinates and monitors loss control procedures for the district.

Negotiates and manages contractual services for Third Party Administration, including unemployment compensation management.

Creates, coordinates and monitors safety programs designed to ensure employee safety in the workplace.

Implements and monitors an effective workers' compensation benefit program for district employees.

Manages the district unemployment compensation program, and participates in unemployment hearings conducted by the Texas Workforce Commission.

Serves as chairman of the district's accident review board. The board is responsible for determining accident preventability involving district owned school busses and automotive assets.

Manages the district's loss, damage, theft prevention and property recovery program.

Investigates accidents for fact determination, recommends action for future prevention, makes reports available to district insurance carrier, and tracks recovery of insured losses and third party subrogation.

Develops, implements and maintains automated data base for incident reports, vehicle accident reports, burglary, vandalism, loss reports and workers' compensation losses.

Determines loss trends and recommends pro-active loss prevention measures, and implements those measures.

Conducts periodic, unannounced inspections of district facilities to seek out and eliminate hazardous safety conditions.

Assists with request for proposal (RFP) development and evaluation for the district's workers' compensation, real property, automobile, liability, and other insurance coverage products.

Develops, implements and maintains the district's workers' compensation return-to-work program including: program training for supervisors and employees, bona fide job offer development and limited duty work status monitoring for all applicable worker's compensation claims.

Coordinates directly with treating physicians, clinical staff personnel and other medical professionals to ensure quality treatment and that accurate duty restrictions identification occurs concerning injured KISD employees.

Coordinates loss recovery/restitution with Bell County Attorney General's Office and federal government officials.

Monitors the District's Fraud, Waste and Abuse Hotline.

### Employee Benefits

Manages the district's employee benefits policies and procedures.

Surveys and conducts cost/benefit analysis of employee benefits programs.

Facilitates employee benefits claims review and conflict/dispute resolution as required.

Supervises benefits orientation meetings and enrollment of new employees in benefit plans.

Coordinates the annual open enrollment process, including making group presentations and preparing, distributing, and receiving benefits material and enrollment forms.

Coordinates and implements procedures to provide an efficient tax sheltered annuity (403b and 457) investment programs for district employees.

Negotiates and manages contractual services for Third Party Administration, including, but not limited to, COBRA/HIPAA compliance, 403(b) and 457 compliance, and cafeteria plan administration.

Assumes primary responsibility for operation of the KISD cafeteria plan, as permitted under Section 125 of the Internal Revenue code, including employee health insurance, dental insurance, life insurance, long term disability and unreimbursed medical/dental/vision account benefits, or any other qualifying benefit approved by the board of trustees.

Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

Master's Degree in Education or Human Resources, or equivalent, and five years of experience in personnel management.

## **OTHER QUALIFICATIONS**

Knowledge of the selection, training, and supervision of personnel

Ability to implement policy and procedures

Ability to interpret data

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to develop and deliver training to adult learners

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, and insurance representatives.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Revised Date:** March 28, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.