

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

RISK, BENEFITS, AND COMPLIANCE CLERK

Required Qualifications:

- High school diploma or equivalent
- Knowledge of risk management and/or benefits practices
- Knowledge of office practices, procedures and equipment
- Knowledge of and ability to use necessary computer programs
- Ability to work independently and communicate with outside firms and agencies
- Ability to compile data and prepare records and reports
- Ability to exercise independent judgment and perform complex tasks with minimal supervision

Desired Qualifications:

- A.A. Degree or 2 years experience
- Pass typing test of 50 words per minute
- Strong customer service skills

Performance Responsibilities:

- Greet and assist applicants and employees at the front counter
- Serve as the main information extension into the Risk, Benefits and Compliance Department
- Assist new employees in completing their benefits enrollment
- Open, stamp and distribute mail and pony
- Handle questions regarding the online benefits process
- Verify completeness of risk and benefit files
- Assist with delivering information to sites related to risk management and employee benefits
- Educate members on plan policies
- Prepare and/or scan risk management and employee benefits files
- Assist in maintaining system of all workers' compensation claimants, student accident claimants, all risk management claims, all new hires, retirees, and COBRA participants
- Ensure that all employee records and risk management and compliance issues are kept confidential and secured
- Assist with responding, in a timely fashion, to employee questions and concerns referencing risk management, employee benefits and compliance
- Assist with responding to information requests from staff, parents and community related to the District's risk management program
- Assist with communicating employee information between third-party administrator and the district's assigned medical care provider

- Assist in obtaining documents and information related to claims &/or lawsuits involving the District's risk management program
- Process certificate of insurance requests
- Assist with establishing and maintaining all risk management and employee benefits records
- Assist with processing all benefit changes for resignations in compliance with Federal COBRA laws; track monthly contributions, if applicable
- Assist with processing all benefit changes for all retirees in compliance with Florida Statutes as well as Board policy and work with Florida Retirement System on implementing changes
- Participate in the District's annual open enrollment
- Assist with preparing and maintaining direct pay spreadsheets
- Interpret, explain and enforce the benefit packages and deduction policies and procedures utilized in the school system.
- Assist with reporting all changes to insurance companies and maintain current and accurate databases on all employees
- Assist with providing creditable coverage information for employees on Medicare
- Sustain focus and attention
- Perform other duties as assigned by the Manager of Risk, Benefits and Compliance and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Manager of Risk, Benefits and Compliance and/or designee

Evaluation:

Annual evaluation by the Manager of Risk, Benefits and Compliance and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level D

Job Code:

77332

Board Approved: 12/07/21