

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

RISK MANAGEMENT COORDINATOR

FLSA STATUS: NON-EXEMPT – PAY GRADE: 14-C

JOB FAMILY: PURCHASING

JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Risk Management Administrative Coordinator, under the direction of the Executive Director of Risk Management (supervisor) provides responsible and complex administrative support to the Risk Management and Safety Department. Responsibilities involves independent planning, coordinating, process management, and completing special assignments as directed. Requires analyzing situations, data, and requests, and independently decides the best course of action to address the matter. Provides customer service and assistance regarding Workers' Compensation, student injuries, and administrative processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inputs Workers' Compensation claims into Third-Party Administrator's database, including security reports, investigative reports, statements of fact, and notes relevant to the claim. Provides employees with authorization forms for medical treatments and prescriptions, directions for appropriate treatment/care, and information on the process for manual leave form submission.

Greets and assists employees and visitors needing assistance with Risk Management or Safety matters. Answers phone and handles Risk Management inquiries for Risk Management. Monitors two department group email accounts and either appropriately responds to requests or routes for response. Opens, logs, determines required actions, and distributes mail.

Enters requisitions and voucher requests for Risk Management and Safety accounts. Monitors and manages assigned account and purchase order balances and budgets. Prepares and submits budget transfer requests and change orders as needed. Monitors claim credits and refunds for the department and ensures they are deposited to the correct account.

Receives, reviews, and analyzes claims invoices from providers against the explanation of benefits (EOB) and determines the payment amount. Applies and/or negotiates discounts if applicable. For new providers, will contact them to negotiate a discount. May need to consult with providers or Athletic Department personnel when questions arise regarding injury, treatment, or billings.

Manages the College driver approval process. Processes requests for College drivers input into the database. Uses the Florida Motor Vehicle Services database to submits requests for motor vehicle driving histories. Reviews driving history and determines from the record if the employee can be approved to drive College vehicles. Brings driving record issues to the attention of supervisor. Ensures the Vehicle Use Agreement is completed and notifies employee's supervisor and Campus Supervisor when an employee has been added to the approved driver list. Maintains a list of all approved drivers on the department SharePoint web page. Conducts a biannual driver re-check of the driving records. Monitors the list for expired licenses, and verifies their new license expiration dates.

Maintains electronic filing system for Risk Management and Safety on two network shared drives. Maintains and updates files. Coordinates with supervisor during the Records Management cycle to identify records to purge.

Serves as the Committee Secretary for the Occupational Health and Safety Process Team and the Academic Safety Process Team. Assists with coordinating meetings either in person or via Teams or WebEx and prepares committee meeting minutes for review and publishes final minutes to the Risk Management and Safety SharePoint site.

Maintains department SharePoint site. Posts links, creates new pages as needed, and ensures correct forms and policies are available for reporting claims and submitting driver history requests.

Assists supervisor in gathering information for insurance renewals. Prepares reports on policies and expenses. Maintains insurance policy files and related policy documents in the database and shared drive. Updates the coverage information for each insurance policy after the policy renews. Monitors database notifications for insurance renewal dates.

Assists supervisor in both routine and special projects, i.e., research, gathering data, training, safety events, preparing reports, letters, and email correspondence.

Perform related duties as assigned by the Executive Director of Risk Management

SUPERVISION RECEIVED

Supervision is received from the Executive Director of Risk Management.

MINIMUM QUALIFICATIONS

An associate's degree from an accredited institution supplemented by two (2) years of experience administrative functions, multi-tasking, long range planning and/or projects that demonstrate a high degree of organization and independent judgment. Budget experience, database experience, and proficiency in Microsoft office programs.

PREFERRED QUALIFICATIONS

An Associate's Degree from an accredited institution and three (3) years of experience in administrative functions, multi-tasking, long range planning and/or projects that demonstrate a high degree of organization and independent judgment. Budget experience, database experience, and proficiency in Microsoft office programs.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats.

Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 6/15/22