

SCHOOL DISTRICT SELF INSURANCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for monitoring the insurance losses of a large school district to assure the successful operation of the district's self insurance program. The areas of insurance include general liability, property, automobile and Worker's Compensation. The incumbent maintains records of all losses and recoveries and performs accident investigations, prevention and control activities. Duties also include assisting in the purchase of school district furniture and printing supplies and compiling data for contract negotiations and budget preparation. Work is performed under the direct supervision of the School Business Administrator. While supervision is not normally a function of this class, "straw boss" supervision may be exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Monitors general liability, property, automobile and Worker's Compensation losses of district to assure the successful operation of the district's self insurance program;
2. Maintains contact with insurance carriers regarding payment of claims;
3. Maintains detailed microcomputer database on insurance losses and recoveries;
4. Assists School Business Administrator in obtaining price quotations on insurance coverages;
5. Investigates accidents and makes recommendations for their prevention in order to reduce insurance losses;
6. Assists in the purchase of school district furniture and printing supplies;
7. Attends safety committee meetings and submits copies of minutes to members;
8. Assists in the computation of salary data and other information for school district contract negotiations and budget preparation; assists with postings and changes;
9. Assist in gathering information for board meetings;
10. Assists with state and federal compliance activities relative to insurance and safety;
11. May monitor employee attendance and provide input on performance when requested;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of general liability, property, automobile and Worker's Compensation insurance as they apply to school districts; good knowledge of accident investigation, prevention and control techniques in a large school district; good knowledge of business arithmetic and English; ability to acquire familiarity with the regulations, policies, practices and functions of the school district; ability to use electronic data processing equipment; ability to compile statistical and written reports; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

SCHOOL DISTRICT SELF INSURANCE SPECIALIST (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree which includes or is supplemented by a supervised internship in the insurance field;
- OR: (B) An Associate's degree and two (2) years of paid work experience in the sale of liability and property insurance or in the administration of liability and property insurance policies for a business or municipality;
- OR: (C) Graduation from high school or high school equivalency and four (4) years of the work experience described in (B) above;
- OR: (D) An equivalent combination of the training and experience described in (A), (B) and (C) above.

BS0221

ADOPTED: 02/29/88
 12/31/92 (Assistant to the Business Administrator)