



EMPLOYEE NAME: _____

Revised: 3/92; 1/93; 5/93; 11/94; 2/95; 3/96; 3/96; 4/01; 1/04; 11/08;
4/10; 10/12; 8/17;6/18; 2/19;11/20

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Support Services	JOB CODE: 473N
DIVISION: Human Resources	SALARY SCHEDULE: Prof/Sup or Annual Central Office
DEPARTMENT: Support Services	WORKDAYS: 238
REPORTS TO: Executive Director, Support Services	PAY GRADE: Rank B (NK02)
FLSA: Exempt	PAY FREQUENCY: Monthly
<p>PRIMARY FUNCTION: Manages the self-funded workers compensation, fleet and general liability programs, assigns investigations and counsel, oversees develop defense of litigious claims and determines case management plan, develops, recommends, and administers risk management and loss prevention programs in order to maintain maximum protection of the District assets at the most economical rates; replies to unemployment claims from Georgia Department of Labor and represent the District at scheduled hearings; manages Workers' Compensation claims, drafts bid specifications for property/casualty policies, evaluates insurance bid proposals, and submits these to prospective bidders in cooperation with the Purchasing Department.</p>	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree or its equivalency (2 years similar work level experience = 1 year of college); a combination of experience and education may be used to meet the bachelor's degree requirement.
2.	Certification/License Required: None
3.	Experience: 5 years of experience directly related to the development and administration of risk management, knowledge and experience with handling of workers compensation claims and loss prevention programs; 2 years of supervisory experience also required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills; leadership, public relations

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Manages Worker's Compensation liability and vehicle claims; assigns investigations and counsel, processes litigious claims, and determines case management plan.
3.	Evaluates and develops procedures to improve claim handling; analyzes and classifies risks as to frequency, severity and financial impact on the District; selects appropriate techniques to minimize loss such as avoidance, loss prevention, reduction, retention or transfer, within guidelines of CCDS self-insurance plan and sovereign immunity.
4.	Develops, monitors, and utilizes risk information system for recording, tracking, analyzing losses and providing recommendations.
5.	Replies to unemployment claims from Georgia Department of Labor and represents the District at scheduled hearings.
6.	Develops and monitors the Worker's Compensation Transitional Light Duty Program.
7.	Coordinates and communicates regularly with physicians, attorneys and rehabilitation continuously providing reviews and implement cost containment measures on claims handling.
8.	Evaluates and recommends safety, and loss prevention programs.
9.	Reviews and investigates equipment replacement claims submitted by school for replacement lost/stolen/damaged items.
10.	Serves as a liaison for the Risk Management Department with other departments, outside agencies, and the public.

11.	Drafts immunity bid specifications to property/casualty policies and evaluates insurance bid proposals; submits these to prospective bidders in cooperation with the Purchasing Department.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

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Signature of Supervisor _____ Date _____

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