

**Job Title: Confidential Risk Management  
Administrative Specialist**



**Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 14

**APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY**

**JOB SUMMARY**

The purpose of this position is to assist the Director – Risk Management in all aspects of office management, preparation of legal documents including but not limited to those related to confidential Risk Management Program items, lawsuits, collective bargaining, HIPAA, employee discipline, drug testing, and preparing items for the School Board agenda, to provide school and departmental based employees and administration with policies and procedures relating to a multitude of programs under the comprehensive Risk Management Programs including multiple self-insured program and to establish and maintain efficient, pleasant, and effective working relationships with other employees, various agencies, and public who call on the Risk Management and Benefits department.

**ESSENTIAL JOB FUNCTIONS**

- Coordinates the Director's schedule and prepares materials as needed.
- Receives and screens telephone calls and visitors.
- Responds independently and/or as directed in composing and preparing correspondence to constituents and staff.
- Manages all aspects of office operations, including supervising other ESP staff and college student, coordinating with Executive Assistant to the Superintendent and other Assistant Superintendents offices and Administrative Recording Secretary, in development of Risk Management items for the School Board Agenda.
- Oversees drug screenings for employees and students.
- Takes and transcribes dictation notes at Employee Benefit and Trustee meetings, disciplinary or Return to Work meetings, and other meetings pertaining to legal or other confidential employee matters.
- Obtains special reports and prepare a variety of reports and data as directed.
- Maintains files for correspondence, reports, and other School District documents, including but not limited to employee and student drug testing, Security Resident Program, Benefit Committee and Trustee meetings, and other Risk Management and Benefit Program related meetings.
- Maintains insurance renewals, bids, verification, and related tasks.
- Maintains various contracts.

- Requisitions supplies and equipment for departmental budget and/or self-insurance programs.
- Performs Departmental Payroll Reporting including Light-Duty Assignments.
- Prepares materials for executive session regarding collective bargaining on employee benefit related items.
- Prepares materials and legal documents for attorney review pertaining to civil, criminal, or disciplinary proceedings.
- Acts as liaison between the staff, various public agencies, the general public, attorney's offices, law enforcement agencies, the Union, and administration.
- Interfaces with civic groups scheduling administrative meetings and speaking engagements.
- Organizes and attends staff meetings, bargaining sessions and/or other committee meetings recording minutes or other meeting minutes as directed.
- Uses effective communication strategies to interact with a variety of staff, and special/disaster teams.
- Displays confidentiality in dealing with sensitive issues including extremely confidential employee related matters relating to collective bargaining, discipline, drug testing results and programs, HIPPA protection of personally identifiable health information, legal proceedings, etc.
- Prepares calendar and non-instructional payroll reports.
- Handles requisitions for supplies and equipment for departmental budget and requisitions related to self-insurance programs for the Director – Risk Management.
- Prepares the budget based on data supplied by the finance department and review of contracts.
- Prepares weekly staff meeting agendas.
- Acts as supervisor in absence of the Risk Management Director.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Bachelor's Degree in a related field.
- Minimum of five (5) years of progressively responsible secretarial or office management experience at an administrative level, seven (7) to ten (10) years preferred.
- Successful experience in office management including scheduling tasks, budget preparation, materials requisition, payroll reporting, confidential/legal transcription capabilities.
- Must be able to perform difficult confidential tasks related to the public, staff, collective bargaining, disciplinary proceedings, HIPAA compliance, and the School Board.
- Knowledge and proficiency of current computing technologies, including Microsoft Suite (Word, Excel, PowerPoint, Publisher, and Access), and web publishing software applications.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of administrative concepts, principles, and practices sufficient to permit independent performance of duties.
- Requires the ability to manage daily administrative operations of the office, supervision of office employees which include establishing work priorities, resolving problems related to the day-to-day operations of the office, and directly participating in the departmental administrative decision making process.
- Requires the ability to display knowledge of the activities, operations, assignments, and scope of the comprehensive District programs including those related to Risk Management and Employee/Retiree Benefits programs.
- Requires the ability to display skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be resolved.
- Requires the ability to display proficiency in current computing technologies, including Microsoft Suite (Word, Excel, PowerPoint, and Publisher), and web publishing software applications.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display good judgment in confidential matters.
- Requires the ability to organize and prioritize duties.
- Requires the ability to determine the approach for doing the work using the guidelines provided.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts and that directly contributes to the implementation of specific policies, programs, or initiatives of the organization.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to accept, receive, and/or collect payments and prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to determine individual benefit eligibility.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

**PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, reaching, speaking, standing, stooping, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**