

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: Director of Insurance Services (M82)

Job Family: 1

Department: Insurance Services

Lane Placement: Z 4

Supervisors Title: Business Administrator

Contract: 245 days

FLSA Classification: Exempt

Hours per day: 8

Original date: 9/95 Revised: 9/09 Revised: 04/22 Revised: _____**GENERAL FUNCTION**

The **Director of Insurance Services** is responsible to provide leadership and direction in coordinating insurance programs for the District to ensure the development and implementation of cost effective / cost accounting procedures, and to interpret the standards and conditions of employee insurance programs to employees and the standards and conditions of student insurance programs to patrons.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assist in the preparation of reports for the Board of Education.
- Implement and assist in the revision of Board policies, procedures and guidelines as they relate to Insurance Services.
- Administer insurance programs to ensure each employee has relevant information available regarding all benefit options to make an informed decision by:
 - Disseminating communication to employees regarding insurance services.
 - Communicating with schools, departments and employees to clarify insurance information.
 - Working with the District Insurance Advisory Committee in making recommendations that will improve the operation of Insurance Services.
 - Receiving suggestions from employees regarding insurance.
 - Working with contracted service vendors to provide efficient customer service to employees.
- Work with the State Office of Risk Management and other insurance companies to coordinate and process property, auto and tort insurance claims.
- Assist in the preparation of the department budget.
- Develop, implement and evaluate short and long-range planning procedures for Insurance Services.
- Ensure reports are prepared, distributed and filed in compliance with State and Federal regulations.
- Support the Department of Human Resources in the employment, evaluations and dismissal of personnel and in the designation of salary and other benefits for the personnel assigned to Insurance Services.
- Supervise the training of new employees within Insurance Services.
- Ensure that the necessary equipment, supplies and forms are available for the most efficient operation of Insurance Services.
- Keep current professionally by using current information pertaining to insurance procedures and practices.
- Ensure proper management of all files pertaining to employee insurance.
- Assist as assigned in planning and implementation of in-service and staff development programs.
- Requires travel using own transportation to school, District and other sites.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Represent the District at local, State and National meetings and participate in professional organizations where appropriate.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Bachelor's degree in human resources, business, organizational development or related field plus at least six to ten years of experience working with employee insurance programs and processes, or an equivalent combination of experience and education.
- Certificates in insurance fields such as: GBA (Group Benefit Associate), RPA (Retirement Plans Associate), CEBS (Certified Employee Benefits Specialist), HIA (Health Insurance Associate), or REBC (Registered Employee Benefits Consultant) are preferred.
- Requires two years of direct supervisory experience.
- Requires a strong knowledge of insurance laws; including ACA, COBRA, HIPAA, ERISA, ADA, Title VII, ADEA, Utah State code, OSHA, Workers Compensation and other applicable laws and regulations.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from principals, directors, executive administration, employees or the general public.
- Demonstrated expertise in computer programs, including Microsoft Office Suite, Google Docs/Sheets, online enrollment systems, etc.
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.
- Demonstrated competence in being proactive, motivated, organized and results-oriented within a fast-paced, highly demanding environment.
- Requires excellent communication skills both oral and written.
- Requires ability to plan, organize, implement and budget.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to provide own transportation, as position requires travel to school, District and other sites.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, i.e. computer, phone, fax, copier.

Physical Requirements – Not limited to the following:

- Requires ability to lift a minimum ten pounds.
- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.