Leon County Public Schools
Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Coordinator, Risk Management Services   **Date Prepared:**   04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

612	Litigation Assistance	Participate in legal matters involving workman's compensation, unemployment compensation, arbitration, unfair labor practices, personal injury, and related matters. Includes expert witness and consultation.
043	Complaint Investigation	Acknowledge, research, and respond to complaints received regarding district activities, programs, staff, etc. May include liaison and mediation activities among complainant, the district, and agencies. Does not include employee grievances.
369	Insurance Acquisition	Negotiate policies covering liability, property, equipment, school programs, workers' compensation, health, life, accident and other types of insurance.
408	Accident Analysis	Analyze accidents occurring on school grounds or involving school system vehicles and buses to improve safety program.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve implementation of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).
320 A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.

Activity Name (cont.)

322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
599-A	In-Service Training	Plan, develop and conduct in-service training courses and workshops for staff.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. Degree or B.S. Degree with six years related experience; or
A.A. Degree with eight years related experience; or
High School diploma or equivalent with ten years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision applies to one or more organizational units with full responsibility for results in terms of costs, methods, and personnel administration.

Effective Date: 07/01/2003