

SCHOOL DISTRICT OF OKALOOSA COUNTY

Department Staffing Chart

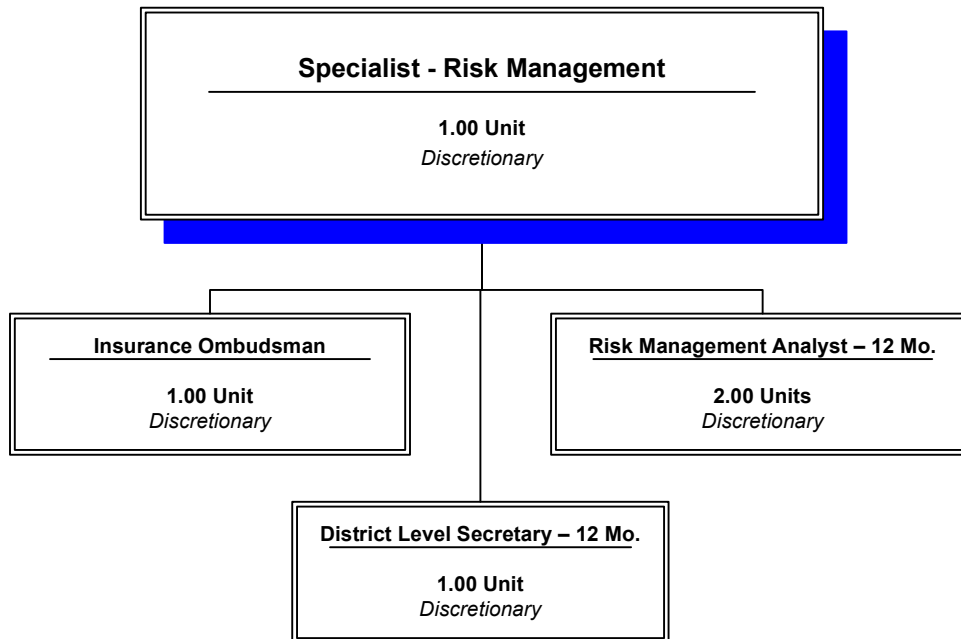
Risk Management

Cost Center: 9027

Fiscal Year 2021-2022



Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2021-2022**

DEPARTMENT: Risk Management

COST CENTER: 9027

COST CENTER DESCRIPTION:

The Risk Management Department procures and administers all insurance coverage for the district, schools, employees, retirees, and dependents.

FUND SOURCE: Unrestricted - General Operating Fund

APPROPRIATIONS AND STAFFING:

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2020-2021 Appropriation	2021-2022 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 125,834	\$ 132,016	\$ 6,182
	Educational Support	267,512	287,918	20,406
	Instructional	-	-	-
	Professional/Technical	-	-	-
	Subtotal - Salaries & Benefits	393,346	419,934	26,588
300	Purchased Service	204,110	203,585	(525)
400	Energy Services	-	-	-
500	Materials & Supplies	3,000	2,750	(250)
600	Capital Outlay	1,200	500	(700)
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 601,656	\$ 626,769	\$ 25,113

STAFFING			
	2020-2021 Recommendation	2021-2022 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Educational Support	4.00	4.00	-
Instructional	-	-	-
Professional/Technical	-	-	-
Total Staff	5.00	5.00	-

OTHER INFORMATION:

The Specialist - Risk Management is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2021-2022

MIS 3176

COST CENTER NAME: Risk Management
 PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9027
 PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0130	SALARY - OVERTIME Salary for overtime	7730	STAFF SERVICES	\$ 3,100		\$ 3,100
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime	7730	STAFF SERVICES	256	74	330
0220	FICA (SOCIAL SECURITY) FICA for cellular telephone stipend and overtime	7730	STAFF SERVICES	260	5	265
0310	PROFESSIONAL & TECHNICAL SERV Employee Benefits Brokerage Fee and Bit-By-Bit Workers' Comp Web Hosting	7730	STAFF SERVICES	190,000		190,000
0330	IN-COUNTY TRAVEL Reimbursement for use of personal vehicle	7730	STAFF SERVICES	625		625
0331	OUT-OF-COUNTY TRAVEL FSBIT quarterly meetings	7730	STAFF SERVICES	1,000		1,000
0350	REPAIR AND MAINTENANCE Repair copier	7730	STAFF SERVICES	200		200
0355	TECHNOLOGY REPAIRS & MAINTENAN Repair computers	7730	STAFF SERVICES	200		200
Sub-Total (Page 1 Only)				\$ 195,641	\$ 79	\$ 195,720
GRAND TOTAL				\$ 210,451	\$ 79	\$ 210,530

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2021-2022

MIS 3176

COST CENTER NAME: Risk Management
 PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9027
 PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0360	LEASE AND RENTAL AGREEMENTS Lease of copier	7730	STAFF SERVICES	\$ 2,600		\$ 2,600
0370	POSTAGE/SHIPPING/TELEGRAM Mail out for bids, retirees, claims payments and open enrollment/material, and all other office mail	7730	STAFF SERVICES	4,800		4,800
0375	CELLULAR TELEPHONE Cellular telephone stipend for Specialist	7730	STAFF SERVICES	360		360
0390	OTHER PURCHASED SVC-PRINT/COPY Printing of bids, dental, cafeteria, and health for open enrollment for both active and retirees	7730	STAFF SERVICES	3,800		3,800
0510	SUPPLIES Copy paper, files, etc.	7730	STAFF SERVICES	2,250		2,250
0519	TECHNOLOGY SUPPLIES Print cartridges, ink, toner, etc.	7730	STAFF SERVICES	500		500
0642	EQUIPMENT (UNDER \$1000) Office chairs	7730	STAFF SERVICES	500		500
Sub-Total (Page 2 Only)				\$ 14,810	\$ -	\$ 14,810
GRAND TOTAL				\$ 210,451	\$ 79	\$ 210,530

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2021-2022

MIS 3390

Department Name: Risk Management
 Cost Center No.: 9027
 Project Name: Regular Operations - Departments
 Fund Number : 1010
 Project Number: N/A
 Type Funding: Non-Restricted/Non-Categorical

Section A

Positions Approved for Fiscal Year 2020-2021			
Job Title	# of Positions	Average Cost	Total Cost
District Level Secretary - 12 Month	3.00		\$ 181,120
Insurance Ombudsman - 12 Month	1.00		97,768
Specialist - 12 Month	1.00		131,988
(A) Total Positions Approved For FY 2020-2021	5.00		\$ 410,876

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2020-2021					
Job Title	Type*	# of Positions		Average Cost	Total Cost
District Level Secretary - 12 Month	D	(1.00)	a		\$ (69,529)
Risk Management Analyst - 12 Month	A	1.00	a		72,495
(B-1) Total Approved Additions, Deletions, Changes		-			\$ 2,966

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2021-2022					
Job Title	Type*	# of Positions		Average Cost	Total Cost
District Level Secretary - 12 Month	D	(1.00)	b		\$ (55,409)
Risk Management Analyst - 12 Month	A	1.00	b		57,806
(B) Total Requested Additions, Deletions, Changes		-			\$ 2,397

Section C

Positions Submitted for Approval for Fiscal Year 2021-2022			
Job Title	# of Positions	Average Cost	Total Cost
District Level Secretary - 12 Month	1.00		\$ 56,182
Insurance Ombudsman - 12 Month	1.00		97,768
Risk Management Analyst - 12 Month	2.00		130,301
Specialist - 12 Month	1.00		131,988
(C) Total Positions Submitted for Approval FY 2021-2022	5.00		\$ 416,239

***Note:**
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction, R=Retirement

- (a) Deleted 1.00 District Level Secretary - 12 Month and added 1.00 Risk Management Analyst - 12 Month effective January 22, 2021.
- (b) Delete 1.00 District Level Secretary - 12 Month and add 1.00 Risk Management Analyst - 12 Month effective July 27, 2021.