

## **RISK MANAGER**

### **DEFINITION**

Under direction, plans, organizes, and performs administrative, professional and managerial functions involving coordination of the County's liability, worker's compensation and safety programs, to include loss assessment/control, safety, claims administration, claims adjustment and litigation, and procurement of insurance. Provide risk management support services to county departments. Perform related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This single position classification is responsible for overall direction and coordination of the County's risk management, casualty, property, workers' compensation, occupational and industrial safety and related programs under the direction of the County Administrative Officer. Provides advice and assistance on risk management related matters to the County Administrative Officer, Board of Supervisors, other County department heads and employees.

### **REPORTS TO**

County Administrative Officer

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide direct supervision over clerical staff

### **EXAMPLES OF DUTIES**

Duties include but are not limited to the following:

Researches, procures and implements loss control and insurance programs to protect the County; administers insurance programs such as general liability, property, medical malpractice and workers' compensation; investigates claims and makes recommendations for settlement or rejection; develops defense strategies for contested claims; negotiates and settles claims; monitors pending cases; serves as liaison with all parties involved in the claims process; identifies areas of potential risk and recommends appropriate risk transfers; recommends methods of decreasing loss exposure/minimizing risk; develops cost allocation plans and loss control procedures; coordinates safety program activities, including accident investigation/prevention; develops safety rules/procedures to minimize injuries and property damage; develops training programs to improve worker safety, prevent accidents, manage stress, etc.; manages efforts to recover damages due to the county resulting from property damage; represents the County on various Boards, meetings, conferences and seminars; develops and maintains liability and workers' compensation claims administration programs, directing and coordinating the work of third party administrators as required; confers with County Counsel regarding legal aspects of potential liability and on claims litigation; assists in establishing departmental budget and monitoring expenditures; maintains risk management files

and records; develops Board agenda items as required; monitors and implements risk management compliance programs as mandated by the state, federal and court case decision/opinion; prepares a variety of risk management related presentations and reports; responds to public inquiries and concerns; perform special projects as assigned by the County Administrative Officer; builds and maintains positive working relationships with co-workers, other County employees and the public; performs other duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriter, telephones, calculators, copiers, and FAX;

### **TYPICAL WORKING CONDITIONS**

Work is performed in office environment. Continuous contact with County Administrative Officer, department heads, staff and the public. Incumbent may work other than a normal 8:00 am to 5:00 pm shift.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Principles and practices of personal injury, property, liability and workers' compensation program administration.
- Practices/procedures involved in investigation, evaluation, adjustment and settlement of personal injury, property, liability and workers' compensation claims.
- Pertinent local, State and Federal rules, regulations, legal decisions and laws relating to insurance management, claims processing, and occupational safety regulations.
- Principles and techniques of injury and illness prevention.
- Requirements and techniques for developing, implementing and administrating self-insurance plans.
- Laws and regulations relating to risk management and workers' compensation programs.
- Employee safety training and hazardous materials handling procedures.
- Principles and practices of research, analysis and management.
- Modern office procedures, methods and computer equipment.

#### Skills to:

- Develop and implement countywide insurance, risk management and loss control programs.
- Develop and evaluate program policies and procedures.
- Analyze and interpret laws, ordinances and insurance regulations.
- Analyze, classify and rate risks, exposure and loss expectancies.
- Develop, implement and interpret goals, objectives, policies, procedures and work standards.
- Determine occupational and health hazards and develop programs to abate/minimize risks.
- Direct and coordinate the work of third-party program administrators and adjustors.

- Prepare clear, concise and complete reports, correspondence and other written materials.
- Make persuasive oral presentations to individuals and groups.
- Exercise sound independent judgment within general policy guidelines and legal constraints.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain confidentiality.

Education and Experience: Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Risk Management, Occupational Health, Safety, Industrial Engineering or related field and three (3) years of experience administering occupational health and safety, risk management, workers' compensation and/or similar programs. Experience in a public agency setting is highly desirable. Training courses in claims adjustment may be substituted on an hour-for-hour basis for up to six months of the required experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Experience in a public agency setting is highly desirable.

Special Requirements:

- Possession of a driver's license valid in California.

***The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" and/or individual employment contract process and are subject to the Memorandum of Understanding or employment contract currently in effect.***