

SENIOR DEPUTY COUNTY ATTORNEY FOR RISK AND COMPLIANCE

DISTINGUISHING FEATURES OF THE CLASS: This is highly specialized professional legal work with responsibility for formulation, implementation and monitoring of procedural policies of County government relating to risk: insurance, safety, claims including unemployment, settling of losses. Additionally, the incumbent attorney must specialize in management of legal problems and/or issues that may arise with respect to risk exposure, insurance and/or workplace incidents. Duties shall include administration of various insurance policies including automobile, property, liability and workers' compensation, and ongoing assessment of County's exposure to liability and risk associated therewith. Work is performed under general supervision of the County Attorney, who shall provide direction, consultation and advice, with latitude for the exercise of independent judgment in assigned matters. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers insurance policies including general liability, property, automobile and worker's compensation;
Assesses County-wide risk on an ongoing basis to identify areas of potential loss and/or liability;
Works to reduce insurance costs and losses, makes policy recommendations, facilitating benefits of experience rating provisions, etc.;
Works to reduce County's exposure to liability and risk, assesses legal risks and areas of weakness in administration and facilities, operations and maintenance, on an ongoing basis;
Oversees reporting procedures for workplace incidents and accidents, including those involving worker's compensation coverage;
Investigates incidents, and prepares a variety of legal documents, materials and evidence for the County's use in hearings and/or litigation;
Reports status of investigations to the County Attorney and the County Legislature on a regular basis;
Represents the County as counsel, and/or assists the County Attorney in representing the County regarding hearings and/or litigation, as necessary;
Monitors unemployment claims and represents the county as counsel at unemployment hearings;
Negotiates the adjustments of all insured and uninsured losses with insurers and County employees, together with the County Attorney;
Reviews insurance coverage of potential vendors to determine adequate type and amount of insurance required;
Monitors status of insurance certificates for all County contracts to insure that they remain in full force and effect;
Formulates plans, programs, training, innovative methods and/or programs geared toward the reduction of the County's exposure to risk, and oversees the implementation of such programs and/or plans;
Researches applicable statutory guidelines, regulations, standards and/or mandates with regard to the various County departments, compiles this research to develop a County Compliance Program;;
Implements, maintains and manages the County Compliance Program so as to promote prevention, detection and resolution of instances of

conduct that do not conform to Federal, State and local laws, agreements and program requirements, and revises the Compliance Program in accordance with changing needs, changes in law, policies, procedures, etc.;

Monitors developments and changes in statutes, court rulings, rules, regulations, etc. that would impact Compliance initiatives;

Serves on the County Safety Committee and Workplace Violence Task Force;

Develops, coordinates and participates in ongoing educational and training programs and media promoting safety and safe practices, consults with departments on design and use of equipment and devices;

Coordinates regular inspections of County facilities with insurance representatives to detect existing or potential accident and health hazards, conditions which present a risk or exposure to liability;

Recommends corrective or preventive measures to correct conditions presenting risk, exposure to liability, and/or potential accident and health hazards, where indicated;

Prepares resolutions, notices, contracts and other legal papers and documents;

Contacts state insurance departments, insurance companies and brokers, as necessary;

May maintain records of the County's fixed assets inventory, including vehicles inventory;

May represent the County in the community or in industry safety groups and programs;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES &

PERSONAL CHARACTERISTICS: Thorough knowledge of Federal and New York State Constitution and Laws; extensive knowledge of County Law and the Putnam County Charter; good knowledge of Workers' Compensation Law; good knowledge of risk management and risk financing techniques; good knowledge of modern safety practices; working knowledge of insurance underwriting terminology, practices and procedures; ability to administer large and varied insurance policies; ability to read and interpret insurance policies and laws relating to municipal insurance; ability to present arguments of law clearly and logically; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective professional relationships; sound professional judgment; ethical conduct in the practice of law; tact; courtesy.

MINIMUM QUALIFICATIONS:

Possession of a license and current registration to practice law in the State of New York and five (5) years of legal experience in the area of personal injury or other form of tort-related litigation, which must have included at least one (1) year of civil service or municipal law experience.