

RISK MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional level position responsible for the formulation, implementation and monitoring of procedural policies of the County relating to insurance, safety, claims, including unemployment, and the settling of losses. The incumbent of this position administers various insurance policies including automobile, property, liability and workers' compensation. Work is performed under general direction with wide leeway allowed for the performance of duties. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Determines all risks for potential of loss to which the County's assets are exposed and analyzes such risks to determine whether they can be eliminated or minimized;

Recommends policies with a view to reducing insurance costs and losses;

Checks rates to obtain benefits of experience rating provisions;

Monitors unemployment claims and acts as representative at unemployment hearings;

Negotiates the adjustments of all insured and uninsured losses with insurers and County employees;

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

Maintains liaison between underwriters and management on matters of safety and security and arranges for inspection tours of properties by insurance representatives;

Formulates general safety policies and measures to be followed by the County;

Consults with all departments on design and use of equipment, fire prevention and safety programs;

Inspects County facilities to detect existing or potential accident and health hazards, and recommends corrective or preventive measures, where indicated;

Participates in the investigation of accidents and injuries and cooperates in the preparation of material and evidences for County use in hearings, law suits and insurance investigations;

Devises, supervises and coordinates training programs or media which will increase proficiency in safe practices and promotes safety consciousness;

Prepares and supervises the procedure for reporting of accidents including Workers' Compensation;

May maintain records of the County's fixed assets 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

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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 risk management and risk financing techniques for all lines of insurance; good knowledge of account keeping principles and practices; good knowledge of Workers' Compensation Law; 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 communicate both orally and in writing; ability to read and interpret insurance policies and laws relating to municipal insurance; ability to establish and maintain effective working relationships with people; tact; courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree including course work specializing in insurance, and six (6) years of experience with a public or private agency involving insurance claims, claims adjustments, or safety loss prevention programs; or
- b) Graduation from high school or possession of a comparable diploma and ten (10) years of experience with a public or private agency involving insurance claims, claims adjustments, or safety loss prevention programs; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SUBSTITUTION NOTE: A Master's degree in Business Administration, Public Administration, Accounting, Finance or a related field may be substituted for two (2) years of the above experience.