

## **RISK MANAGER**

### CODES/PAY RANGE

Class Code: 1515

EEO Code: A

Pay Range: D

### MAJOR FUNCTION

Administrative and technical work in planning and directing the Risk Management Program, including Self Insurance, Commercial Insurance, Loss Control, and Medical.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, directs, and coordinates the County Risk Management Program. Directs the operations of the Worker's Compensation, General and Automobile Liability, Loss Control, Employee Assistant and Self-Insurance Programs. Direct the County's Safety Program.

Assures that all claims, payments, and recoveries are properly investigated, researched, documented, and that monetary reserves are established and accounted for in accordance with state law.

Makes surveys of county's facilities and operations to identify risks, hazards, liabilities, and to evaluate insurance risks.

Plans, directs, and coordinates the Safety and Accident Prevention Program. Responsible for loss prevention on a county wide basis involving all county employees, rolling stock, county owned structures, work areas in public facilities including the public beach area.

Investigates county accidents, from the initial injury to the recovery of funds from third parties, where applicable.

Reviews and assesses county needs for commercial insurance and Risk Management and recommends modification to the Risk Management Program and procedures. Writes and recommends county policies and procedures relating to the Risk Management and Safety Programs.

Prepares and maintains the county budget relating to the Risk Management Program.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of Insurance and Risk Management.

Knowledge

of the principles and practices of Industrial Safety. Knowledge of federal and state laws relating to (RISK MANAGER – cont.)

Worker's Compensation and Risk Management. Knowledge of federal safety requirements. Knowledge of insurance contracts and torts (legal liability).

Ability to develop and implement the Risk Management Program. Ability to make insurance and safety investigations and decisions on an impartial basis. Ability to enforce insurance and safety policies and regulations. Ability to supervise employees engaged in the risk Management Program. Ability to express oneself orally and in writing. Ability to compile complex reports relating to the Risk Management Program.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration or any related field, supplemented by courses and training in Insurance, Risk Management and Safety, and five (5) years of experience in insurance and safety programs.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

#### ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, hear, talk.

Environmental Demands: Both inside work (60%) and outside (40%) work.

Mental Demands: Ability to read and comprehend professional manuals, legal documents, ordinances, statutes; instructions, reports, abstracts, financial reports, letters, and summaries. Ability to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.