

RISK MANAGER

DEFINITION

Under direction, plans, organizes, coordinates and supervises a comprehensive risk management, loss control and employee benefit self-insurance and insurance program; performs complex administrative, budgeting, statistical and systems analysis of special projects and programs; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is responsible for managing and supervising the County's risk management program.. The incumbent in this class has considerable latitude for the exercise of independent judgment and discretion in representing the County's interests in meetings with the Board, other agencies and community groups.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, coordinates and supervises a comprehensive risk management and loss control program, including but not limited to medical-dental, workers compensation, liability and industrial safety programs.
- Plans, schedules, supervises and evaluates the work of assigned staff; provides for training and professional development; recommends discipline as necessary.
- Identifies and analyzes risks, develops, evaluates and recommends options, costs, funding requirements and effective solutions.
- Directs development of risk management budget; directs actuarial reviews of funds; develops recommendations for cost applied charges.
- Conducts or directs the conduct of studies of operations and researches data and information to identify potential risk exposure and liability; analyzes trends and information and makes recommendations on cost efficiencies in the management of risk management assets.
- May negotiate and administer consultant and third-party administrator contracts, directing and coordinating the work of third-party administrators as required.
- Negotiates with brokers and reviews policy language to ensure appropriate insurance coverage with the most favorable terms and costs.
- Ensures that contracts, leases and purchase documents are reviewed for insurance requirements and other conditions that could cause loss or exposure to loss.
- Provides advice and recommendations to the Chief Administrative Officer and, when requested, to the Board of Supervisors in public or closed session on risk management related matters.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of administrative, organizational, economic and procedural analysis.
- Public administration principles and practices, including organization, structure in a municipal setting.
- Principles and practices of risk management and asset protection programs.
- Principles and practices of budget development and administration, organizational planning, work measurements, capital improvement programming and planning, and personnel management.
- Statistical and financial analysis, recordkeeping and report generating principles and techniques.
- Business computer user applications, particularly as related to statistical analysis and recordkeeping.
- Applicable laws and regulations.
- Basic supervisory principles and practices.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Directing and coordinating the work of third-party program administrators and adjusters.
- Analyzing complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions.
- Analyzing insurance policy provisions to determine the existence and extent of liability.
- Exercising sound independent judgment within established policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Interpreting and applying laws, regulations, policies and procedures.
- Preparing clear, concise and complete reports and other written materials.
- Representing the County effectively in meeting with governmental agencies, community groups, boards and commissions, and the public.

Other Requirements:

Must possess a valid driver's license.

Education and Experience:

Equivalent to graduation from a four year college or university with major course work in public or business administration, accounting, or a related field, and five years of professional level experience in risk analysis, safety operations, claims adjustment, liability or workers compensation. Associate Risk Manager (ARM) certificate from the Insurance Institute of America (IIA) is preferred. Experience may be substituted for education on a year for year basis, up to two years. Experience in a public agency setting is desirable.

Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.