

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Risk Manager
Department: County Manager's Office
Revised : November 2013

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Risk Manager classification.

GENERAL DESCRIPTION

Responsible professional and administrative work in planning and implementing the County's comprehensive safety, risk management, workers compensation, and self-insured liability insurance programs which identify, evaluate, control and minimize the County's exposure to potential loss or liability. Considerable discretion and independent judgment are exercised in performing work that protects County assets from financial loss, employee injury, material damage, and claims liability. Work assignments are received in general form with an employee expected to exercise initiative and judgment in completing work. Work is reviewed by the Assistant County Manager through conferences, reports, and results achieved.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Identifies and analyzes risks that would cause financial loss to the County; develops and coordinates programs and policies related to claims, insurance and safety management, risk analysis, and mitigation.

Manages the County's self-insured workers compensation program including follow-up of claims, review, and implementation of safety policies and procedures; acts as liaison with third party administrators; maintains the database of workers compensation claims and injuries, prepares reports to review current claims and analyze the financial impact.

Verifies and approves payment for medical procedures related to workers compensation claims and for repairs to County vehicles and property.

Researches and compares costs, types of coverage, and benefits for the County's liability and property insurance and recommends insurance carriers to provide the best coverage at the best price; meets with agents and brokers, provides loss data, asset listings, coordinates departmental input, and completes applications for coverage.

Manages liability insurance including review of claims and losses, establishment of policies, and training to minimize further losses or accidents.

Conducts formalized inspections of job sites, building facilities, equipment and vehicles, for compliance with safety laws, rules, regulations, and ergonomics standards; makes recommendations to correct unsafe conditions.

Coordinates defense of litigation involving the County; interacts with attorneys representing the County, coordinates documents requested by our defense or plaintiff's counsel, attends mediation proceedings, and sets up depositions with County employees as needed.

Receives and investigates reports and complaints concerning employee safety and health; conducts periodic inspections of public parks, and other potential liability sites.

Participates in departmental and division safety committee meetings; offers technical advice and interprets laws pertaining to occupational safety and health.

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Recommends changes to safety policies to ensure compliance with NC Workers Compensation regulations, accommodation of injuries in relation to the ADA, and consistent with the County's Personnel Policies and Procedures.

Acts as the ADA and HIPAA Compliance Officer; ensures appropriate confidentiality standards are met.

Coordinates a comprehensive safety program and conducts training sessions for supervisors and employees; uses discretion in assisting in the development and updating of the County's safety programs; writes or procures training materials for safety training.

Reviews County contracts for appropriate insurance requirements and legal language to protect the County from perceived losses.

Maintains liaison with insurance carriers for compensation, automobile liability and fire coverage; reviews reports, claims, problems, and questions.

Prepares and maintains records and reports of inspections and investigations.

Maintains a County property database including photographs of all County real estate, tracks values, square footages, remodelings, purchases, costs, locations, and dates of changes.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of insurance administration, worker's compensation, safety principles and practices.

Considerable knowledge of modern principles and techniques of accident prevention and investigation, risk management, and methods of eliminating hazardous conditions.

Knowledge of laws, codes, regulations, and established policies pertaining to occupational safety and health programs, OSHA, ADA, HIPAA, and EPA regulations.

Ability to exercise discretion and independent judgment in managing the County's self insurance worker's compensation and liability insurance programs and establishing policies related to these programs.

Ability to coordinate and conduct comprehensive safety training programs.

Ability to make safety inspections and prepare clear and concise reports.

Ability to interpret and carry out complex instructions and assignments.

Ability to establish and maintain effective working relationships with employees, County officials, and representatives from other agencies.

Ability to communicate effectively, orally and in writing.

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PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and operating a keyboard. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, and step on and off machinery, etc. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Risk Management, Business Administration, Insurance, Safety Management, or related field and three years of experience in workers compensation, loss control, safety management, or insurance administration; or equivalent combination of education and experience. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**