

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title:** Assistant Director/Benefits and Risk Management  
**Department:** Human Resources  
**Revised:** May 2021

**Class :** Professional  
**FLSA:** Exempt

*This job description supersedes any prior description for the Assistant Director/Benefits and Risk Management classification.*

### **GENERAL DESCRIPTION**

Professional-level work involving the administration of the County's personnel program in benefits, training and development and the Risk Management program in safety training, claims administration, and insurance program audits. Supervises the work of the Human Resources Analyst I (Wellness & Training). Work is performed under the general supervision of the Assistant County Manager/HR Director and is evaluated through conferences and review of records and reports.

**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.)

### **BENEFIT FUNCTIONS**

Interprets and explains personnel policies related to benefits, training and development; applies policies to specific situations, and recommends or initiates related personnel actions.

Uses discretion and independent judgment in discussing the needs of employees, departments and administrators; studies existing employee benefits offerings, coordinates employee benefits administration with 3<sup>rd</sup> party administrators; assists employees with making changes in their benefits; ensures changes are made in accordance with all applicable laws and regulations, schedules meetings and coordinates and executes the annual enrollment for benefits.

Coordinates and presents a comprehensive orientation program and employee training program to employees regarding benefits, general personnel policies and procedures to ensure employees are familiar with Rowan County's adherence and compliance with Federal and State employment laws; identifies, develops and coordinates other employee training needs.

Processes employee benefits enrollment, terminations, resignations, continued benefits including COBRA, FMLA, shared leave, and retirements by preparing appropriate paperwork, obtaining retirement estimates and interpreting regulations of the Retirement System, and conducting exit interviews with employees; discusses payout/transfers of accrual balances, retirement options with the Retirement System and 401K funds, advises employees of benefits continuation options; and administers COBRA in accordance with Federal regulations.

Provides assistance to employees regarding medical claims questions, dental, and life insurance policies; and other benefits offerings.

Researches and analyzes current and prospective employee benefits offerings; remains current in all related laws and regulations.

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Advises and provides guidance to other staff members, department directors and supervisors in interpreting and applying leave policies; guides managers through the process of dealing with and managing employees who abuse leave.

Works closely with the ADA Coordinator to provide oversight and recommendations to departments for employee's Fit for Duty/Return to Work at end of leave to ensure compliance with the ADA; consults with employees/physicians/department directors as necessary to determine Fit for Duty restrictions and to clarify any accommodation requests made; interprets and evaluates Return to Work status of employees to determine if the employee qualifies for ADA accommodation; researches, investigates, and analyzes requests and offers suggestions to departments for accommodation feasibility.

Responds to benefits survey requests from other governmental agencies; reconciles and pays monthly benefit bills.

Supervises the Human Resources Analyst I (Wellness and Training).

### **RISK MANAGEMENT FUNCTIONS**

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.

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**

Maintains and updates the Employee Handbook and the Benefits Section of the department's webpage.

Performs related duties as required.

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

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of employment laws related to FMLA, ADA, IRS regulations, Cobra Regulations, and other related benefits administration laws and regulations; Knowledge of laws, codes, regulations, and established policies pertaining to occupational safety and health programs, OSHA, HIPAA, and EPA regulations.

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.

Considerable experience and proficiency with computer software programs including Microsoft Word, Excel, and PowerPoint.

Ability to analyze difficult Human Resources issues and determine the best course of action.

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 establish and maintain effective working relationships with employees, administrative officials, and the general public.

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Ability to express oneself clearly and concisely in oral and written form with tact and courtesy.

Ability to understand and carry out complex oral or written instructions and to work independently.

### **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 appropriately accredited institution in Human Resources, Business Administration, Risk Management or related field and five years of experience in benefits administration, FMLA, ADA, Wellness Programs, 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.**