

DIRECTOR OF RISK MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this position is responsible for directing and managing a comprehensive risk management program for the County, which includes responsibility for the formulation, implementation and monitoring procedural policies as they relate to insurance, safety, claims and the settling of losses. Substantive contact is maintained with executive level managers throughout the County regarding risk management issues. Supervision is exercised over a number of professional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Continually determines and analyzes all casualty risks of loss to which the County's assets are exposed and evaluates such risks to determine whether they can be eliminated or minimized;

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

Negotiates all insurance programs and purchases of insurance services (claims handling and investigation) for the County to obtain the most favorable coverage and cost items;

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

Manages insurance invoices and distributes costs of insurance between County Departments;

Contacts the New York State Insurance Department, insurance companies and brokers, as required;

Administers underwriting functions of self-insurance programs and coordinates commercial insurance and self-insurance programs;

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

Conducts studies and prepares analyses of industrial accident causes and hazards to health of County personnel; makes recommendations based on study findings and implements changes to program policies as needed;

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

Consults with all Departments on design and use of equipment, shops, 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;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

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 promote safety consciousness;

Represents the County in the community or with industry safety groups and programs;

Assists in the establishment and administration of special safety drives and campaigns;

Prepares and supervises the procedure for reporting of accidents;

Assists in investigations and presentations at hearings;

Negotiates with companies for adjustment or losses;

Prepares clauses for contracts regarding insurance;

Advises, examines and reports on insurance policies taken out by other parties in which the County has interest;

Administers the County's self insurance fund and prepares and monitors the annual budget for the County Self Insurance Program including cash flow projections and analysis of ultimate annual losses;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of risk management and risk financing techniques for all lines of insurance; knowledge of tort law, Workmen's Compensation Law, indemnification agreements knowledge of modern safety practices; ability to prepare and present clear, concise, accurate and informative reports, both orally and in writing; ability to prepare and present statistical reports; ability to supervise others and delegate responsibility; initiative and creativity in making policy recommendations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; courtesy; alertness; neatness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* which included coursework specializing in insurance and seven years of experience in general, property, casualty and liability insurance or loss prevention work, three years of which must have involved municipal risk management in an administrative or managerial capacity.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Business Administration, Public Administration or a closely related field may be substituted on a year for year basis for up to two years of the above experience. There is no substitution for the specialized experience.

*SPECIAL NOTE: Experience beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York.