

RISK MANAGER
(BOCES #1)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Assistant Superintendent for Administration, an incumbent of this class analyzes and evaluates school district insurance coverages as part of a comprehensive risk management and loss control program. The incumbent is responsible for a full range of loss control and analyses of health, property/casualty and Worker's Compensation insurance coverages for eighteen component school districts of the Putnam/Northern Westchester BOCES. The incumbent is responsible for following through on the directives approved by the Regional Finance Committee. A liaison relationship is established with insurance carriers, consultants, brokers as well as department heads and/or their managerial/administrative staff in order to keep informed of all developments and changes that would impact risk management. Supervision may be exercised over clerical personnel and personnel responsible for the administration of district benefits programs. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews all insurance contracts to assure services are being provided and coverages are appropriate;

Reviews and analyses all claims data reports received from contract agencies;

Attends all meetings of the Regional Finance Committee and Worker's Compensation Committee; develops meeting agendas;

Recommends changes in policies and procedures for administering the health insurance program, Worker's Compensation Trust and the Property Casualty Consortium;

Works with consultants to develop communications to keep employees informed of coverage changes;

Coordinates all requests from component school districts for information pertaining to claim/policy data;

Maintains an information dissemination office in order to provide component school districts with current laws, regulations, practices and trends in the insurance field;

Establishes and maintains working relationships with consultants, insurance brokers, agents regarding component school district management issues;

Undertakes studies to examine feasibility of in-house operation of functions currently provided by consultants;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the various insurance fields offered by the school district including health, worker's compensation, property and casualty; good knowledge of all applicable federal, state and municipal rules, regulations, agreements, policies and procedures that affect the various insurance fields; good knowledge of account keeping principles and practices; good knowledge of business English and math; working knowledge of insurance underwriting terminology, practices and procedures; ability to administer large and varied insurance policies; ability to read, understand and interpret insurance laws, contracts, policies, and procedures; ability to prepare detailed and coherent written reports and procedures; ability to communicate clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to deal effectively with administrators, faculty, employees and the public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; courtesy; tact; resourcefulness; integrity; sound judgment; good analytical skills; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with a Bachelor's Degree* and four (4) years of experience with in which the primary function of the position was reviewing and processing† insurance claims, claims adjustments, or benefits administration; or (b) Master's Degree* in Business or Public Administration, Accounting, Finance or related field and two (2) years of the experience as outlined in (a).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

†DEFINITION: Please note that filing or transmitting claims to an insurance carrier is not considered qualifying experience.

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

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.