

RISK MANAGER
(BOCES #1)

GENERAL STATEMENT OF DUTIES: Analyses and evaluates school district insurance coverages as part of a comprehensive risk management and loss control program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Assistant Superintendent for Administration, an incumbent of this class 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 is not considered a responsibility of this class.

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 agenda's;

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the various insurance fields including health, worker's compensation, property and casualty; 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 and interpret insurance policies and laws; ability to communicate both orally and in writing; ability to deal effectively with people; 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 years of experience with a public agency or private industry involving insurance claims, claims adjustment, or benefits administration; or (b) Master's Degree in Business or Public Administration, Accounting, Finance or related field and two years of the experience as outlined in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

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.