



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Risk Management Specialist **NEW:** **REVISED:** (Please check one)

REPORTS TO: Director of Human Resources/ Risk Management **FLSA:** Exempt **DATE:** 03/2017

DEPARTMENT: Human Resources **JOB CODE:** 500

SUMMARY:

With general supervision, administers Boone County's Risk Management program for workers' compensation, liability, property and casualty risks.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Is responsible for administering the county's Risk Management programs. Duties include developing, implementing, and monitoring county-wide strategies to prevent and minimize liabilities and loss including the development of programs regarding best practices, safety, and compliance with relevant laws and regulations. Administration of these programs will entail, in part, statistical analysis, the drafting of policies and procedures, asset tracking, preparation of reports, conducting county-wide training, and conducting incident investigations.

This position acts as a liaison with other offices and departments as well as state, local, and other public officials and special interest groups, as needed, on issues related to risk management. The position evaluates current and proposed legislation on the state and federal levels that may impact the county's obligations or liabilities and makes appropriate recommendations to the Director.

Is responsible for case management for all county claims, including acting as a liaison officer with insurers, counsel, and other interested parties; monitoring ongoing litigation; reviewing claims; tracking expenses, and reporting the status of claims to the Director. Prepares appropriate claim forms and processes receipts and invoices for timely payment; monitors and updates all claims as well as property, vehicle and equipment schedules to ensure accurate insurance coverage; submits renewal data and ensures timely payment of renewal

invoices; assists with building inspections; and conducts loss prevention, safety, and liability reduction training for all county offices/departments.

Further manages the county's claims for workers' compensation; in doing so the position coordinates with department and office authorities; prepares first reports and assists in the preparation of wage statements for compensation claims; pays monthly invoices; verifies employee time lost; works with Administrative Authorities on light-duty assignments as needed; prepares and submits required federal and state reports; tracks claims to establish trends; and verifies weekly and monthly reports.

Assists the Director of Human Resources and Risk Management in managing, coordinating, and reviewing the investigation of complaints and in preparing relevant responses and reports.

Participates in the development and presentation of in-service training, workshops and seminars.

Duties further include the following:

Assists offices/departments/committees with training topics, instructional and promotional materials, loss history records, and any additional training resources.

Performs accurate analyses of various county, departmental, and office accident and injury data. Prepares and designs accurate reports, graphics, tables, and charts for risk management and safety functions.

Assists with accident investigations and/or follow up on claims as requested. Maintains payment ledgers and tracks annual costs/deductibles.

Schedules and conducts periodic building inspections and works with relevant offices and departments on risk and liability reduction strategies.

Maintains strict confidentiality of operations and records.

Responds to inquiries from employees, elected officials, department directors, vendors, local government entities, and the public regarding risk management. Compiles and analyzes reports pertaining to workers' compensation, liability insurance, and loss control programs and provides recommendations to the HR Director. Prepares meeting minutes, performing data entry, filing, coping, collating as needed and other duties as assigned.

Cross-trains and provides back-up administration support for the HR department.

KNOWLEDGE AND SKILL:

1. Comprehensive knowledge of issues related to workers' compensation and risk management including knowledge of state and federal statutes, laws, and regulations governing employee risk management and employment law.
2. Comprehensive knowledge of federal and state civil rights laws, statutes, regulations, and County standards, policies and procedures.
3. Superior skill in time management and task tracking.
4. Skill in the use of personal computers, especially Excel spreadsheet software.
5. Superior skill in analysis, problem solving, attention to detail, and mathematics.
6. Skill in developing and maintaining cooperative working relationships with others, including ability to maintain strict confidentiality.
7. Superior skill in written and oral communication.
8. Strong ability to work independently and meet deadlines.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen and to correspond via email; must possess hearing and speech to communicate in person and over the telephone. Ability to operate a motor vehicle. Cognitive ability to understand and convey complex information. Ability to traverse uneven terrain in order to inspect and assess damage to county buildings and property.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire is required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor's degree in related discipline (e.g. human resources, public administration, business management, accounting, paralegal studies) or equivalent experience. Experience in the areas of insurance, worker's compensation, employment or civil litigation, public entity human resources, risk management, or loss prevention preferred. Must possess a valid Operator's license.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.