

BOONE COUNTY RISK MANAGEMENT SPECIALIST JOB DESCRIPTION

JOB TITLE: <u>Risk Management Specialist</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Director of HR/Risk Management</u>	FLSA: <u>Exempt</u>	DATE: <u>04/14</u>
DEPARTMENT: <u>Human Resources</u>	JOB CODE: <u> </u>	

DEFINITIONS:

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.)*

The Risk Management Specialist 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.

The Risk Management Specialist is responsible for case management for all city 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. The Risk Management Specialist 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.

The Risk Management Specialist 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.

The Risk Management Specialist 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:

Providing assistance to offices/departments/committees, such as training topics, instructional and promotional materials, loss history records, and any additional training resources.

Performing accurate analyses of various county, departmental, and office accident and injury data. Preparing and designing accurate reports, graphics, tables, and charts for risk management and safety functions.

Assisting with accident investigations and/or follow up on claims as requested. Maintaining payment ledgers and tracking annual costs/deductibles.

Scheduling and conducting periodic building inspections and working with relevant offices and departments on risk and liability reduction strategies.

Maintaining strict confidentiality of operations and records as directed.

Responding to inquiries from employees, elected officials, department directors, vendors, , local government entities, and the public regarding risk management. Compiling and analyzing reports pertaining to workers' compensation, liability insurance, and loss control programs and providing recommendations to the Director. Preparing 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:

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. Comprehensive knowledge of federal and state civil rights laws, statutes, regulations, and County standards, policies and procedures. Superior skill in time management and task tracking. Skill in the use of personal computers, especially Excel spreadsheet software. Superior skill in analysis, problem solving, attention to detail, and mathematics. Skill in developing and maintaining cooperative working relationships with others, including ability to maintain strict confidentiality. Superior skill in written and oral communication. Strong ability to work independently and meet deadlines.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration, Business Management, Accounting, Paralegal Studies, a related field 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.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)