



CLASS SPECIFICATION

Class Title: Risk Management Administrator
Department: Human Resources
FLSA: Exempt

Class Code: 8818
Grade: 22
Eff. Date: 7/16/2001
Revised: 5/12/2021

GENERAL PURPOSE

Under supervision of the Human Resources Director, performs a variety of professional and complex duties in risk management, workers' compensation, liability management, and safety for county-wide departments. Develops enterprise risk management strategies, policies, and procedures to identify risk and mitigation efforts. Oversees and facilitates the effective functioning of the County's safety plan. Serves as a member of the Risk Management Committee and as ADA Coordinator for services and facilities access issues.

EXAMPLE OF DUTIES

Coordinates the risk management efforts of the County in a proactive manner to minimize liability and costs. Receives notices of claims from the public; receives notices of accidents from employees; processes claims; investigates claims and accidents, documents findings, completes claim forms and submits these to insurance carriers. Coordinates repairs and/or replacement of damaged or lost property. Analyzes various incidents/accidents and Worker's Compensation reports to identify trends, risks, and training needs as appropriate.

Organizes and conducts meetings and activities of the Risk Management Committee. Prepares and presents information on claims, accidents, reserves, costs, contracts, and related topics. Coordinates the functions of the County Safety Team. Conducts annual building safety audits, and facilitates resolution of safety/risk hazards. Assists with table-top and actual drills related to emergency management and preparedness. Contributes to Business Continuity plan and Disaster Recovery plan to address and prepare for emergencies, natural disasters, epidemics, limited operations, or closures.

Assists in developing and monitoring risk management budget; processes vouchers to pay claims and contracts. Subrogates and works with responsible parties to recover damage costs. Prepares information and processes insurance contracts. Monitors reserves and other costs. Oversees issuance of certificates of insurance and review of certificates received from vendors and other entities doing business with the County. Manages renewal of multi-line coverages, including evaluating adequacy and scope of insurance coverages. Identifies new facilities and equipment and obtains insurance coverage by amending multi-line schedules. Coordinates with Information Technology department on cybersecurity and liability coverage. Assists and advises on universal access issues.

Creates and provides guidance for employee training on safety related awareness, prevention, and compliance topics, and assists in developing required training programs. Training topics may include health and safety related issues, workplace violence prevention, and harassment/ discrimination prevention. Assists departments/offices in developing safe work environments and ensuring work processes are in compliance with applicable regulations. Assists departments in developing Exposure Control Plans and Hazard Communications Plans. Assists with new employee orientation and presents risk related training material to new employees.

Documents safety training and compliance; maintains records and required written programs. Develops and maintains files related to risk management, workers compensation, and related information.

Maintains OSHA 300A logs and posts logs as required. Monitors and maintains posting of required federal and state labor posters; ensures poster distribution to County locations. Coordinates the Hazard Communications Program and ensure that all required Safety Data Sheets (SDS) are prepared, available, and current in the electronic system.

Receives and processes workers compensation claims and submits claims to carriers. Communicates with employees, departments, healthcare providers, and insurance companies to manage claims so that employees receive appropriate benefits while minimizing costs. Works with supervisors and department directors to facilitate return-to-work, temporary transitional, and light duty assignments where possible. Coordinates efforts with payroll and Human Resources to comply with the Family and Medical Leave Act and the Americans with Disability Act.

Consults with Human Resources department on ADA, Title VII and EEO issues, including compliance, access accommodation, and complaint investigation and response. Understands, adheres to, and enforces County standards, policies, and procedures. Coordinates with the Director of Human Resources concerning violations of personnel policies.

Facilitates the random drug testing program in accordance with the County drug prevention policy. Notifies department officials and employees of test date and time. Receives and records test results; reports results to the Human Resources Director.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from a college or university with a Bachelor's Degree in Safety Management, Occupational Health & Safety, Industrial Hygiene, or Public Administration, or an enterprise related field; plus four (4) years of related experience in risk management and/or insurance claims management; OR an acceptable combination of education and experience may qualify.

Preference given for designation from Insurance Institute of ARM (Associates in Risk Management), AIC (Associates in Insurance Claims), OSHA 30, or other related certifications. Preference for insurance claim processing and subrogation.

3. Special Qualifications:

Required to complete regular training courses specific to the position duties, including OSHA 30, and applicable incident management topics.

Must furnish personal transportation for on-the-job travel; employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Must possess a valid driver's license and have an acceptable driving record; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

4. Necessary Knowledge, Skills, and Abilities:

Working technical knowledge of: property/liability insurance and risk management, workers compensation, federal and state employment rules and regulations, training techniques and practices, OSHA regulations, computerized information systems, and technical writing.

Skill in: proficiently operating applicable computer hardware and software applications including, but not limited to, Microsoft Word, Excel, and PowerPoint; applying effective training techniques.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Demonstrated ability to: work independently, under minimal supervision; be organized and track a variety of assignments simultaneously, often under pressure; focus on details and maintain a high degree of accuracy; read and understand technical documents and terms; apply analytical and critical thinking skills; exercise sound independent judgment; properly handle sensitive and confidential matters; compose correspondence and other documents using proper grammar, punctuation, and spelling; effectively provide group and individual trainings; instruct others regarding County policies and procedures; communicate effectively (verbally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies, and the public; lift, carry, push, pull, and otherwise move objects weighing up to 30 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***