
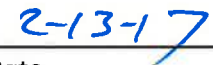
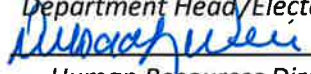
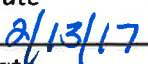


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Risk Manager	PAY GRADE: C44
DEPARTMENT: Legal	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
REPORTS TO: County Attorney	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<hr/>	
APPROVED: 	
<i>Department Head/Elected Official</i>	<i>Date</i>
	
<i>Human Resources Director</i>	<i>Date</i>

I. PURPOSE SUMMARY. Under the supervision of the County Attorney, performs professional work analyzing potential risks to the County and implements and monitors insurance programs, and policies and procedures designed to reduce risks and losses of personnel and property.

II. ESSENTIAL DUTIES. (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

1. Direct, oversee and perform planning, development and administration of all safety, risk, insurance and claims activities for the county, including;
 - a. Review and evaluate current insurance contracts; prepare insurance reports; develop, recommend and implement the county's insurance and risk management programs based on sound principles and practices;
 - b. Oversee and coordinate with the purchasing department the preparation of competitive bid specifications for all lines of insurance coverage, safety training programs and other risk management related goods and services;
 - c. Assess on-going county needs for insurance and coordinates economic acquisition and provisions of insurance; make recommendations and participates in the planning and provisions of new insurance services;
2. Develop and manage the strategy of liability, property/casualty, worker's compensation insurance claims as handled by staff, third party administrators and/or insurance companies;
 - a. Develop and maintain the real property inventory for insurance purposes and premium development;
 - b. Develop and manage the liability, property and worker's compensation claims program;
 - c. Oversee the tracking and maintenance of accurate data and certificates of insurance, property and vehicle inventories and valuations for insurance purposes and makes changes or recommendations for changes as needed;
 - d. Review and analyze claims to determine cause and make recommendations to reduce future claims.
 - e. Identify and analyze risk and hazards to the county, its employees and the general public;

- f. Evaluate the county's loss history and research risk reduction strategies and recommend and implement corresponding risk management strategies and monitors, evaluates and reports on program results;
 - g. Oversee and coordinate the providing of information to claimants, representatives, adjusters, attorneys and insurance companies;
 - h. Handle property and liability claims and consult with the Legal Department regarding litigation;
 - i. Research and interpret insurance policy language and advocates on behalf of the County in coverage disputes.
3. Oversees the preparations of and prepares reports related to the activities of the Risk Management Department;
 4. Responsible for the preparation of the department budget and in the development and implementation of policies and procedures;
 5. Perform preliminary investigation on accidents involving County employees and/or vehicles, and liability claims and is required to be available after hours for accident investigations;
 6. Meets with department heads and county legal staff to discuss litigation, safety, civil rights, and personnel claims and issues;
 7. In addition to completing the regular risk management duties, perform daily supervision of staff as assigned including train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

III. ADDITIONAL DUTIES. Other duties may be assigned.

IV. QUALIFICATIONS.

- A. **Education.** Bachelor's degree in Business Administration, Public Administration, Industrial Relations, Risk Management, Finance, Engineering or a related field is required.
- B. **Experience.** Five (5) years of experience that includes specific responsibilities described above.
- C. **Education/Experience substitution.** In accordance with County policy.
- D. **Licenses/Certifications.** Must have and maintain a valid driver's license and maintain a satisfactory driving record.
- E. **Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).**

Must pass pre-employment background and driver's license check.

Preferred Qualifications: Nationally or globally recognized professional designations in: Associate in Risk Management (ARM); Certified Risk Manager (CRM); Certified Quality Auditor (CQA), Certified Safety Professional (CSP) and/or Certified Emergency Manager (CEM).

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of principles, practices and standards related to risk management; insurance industry standards; major sources of information and principal documents relevant to the County's insurance policies, state and federal law, statutes, ordinances, regulations, and standards (including OSHA), and the County Safety and Procedural Guidelines manuals; current issues/trends in health,

safety, property, and liability effecting County liability administration; principles, practices and methods of public relations.

Must have skills in computer and software operation; developing effective training for employees and making presentations to large groups; handling sensitive and confidential information while using diplomacy and tact; using independent judgment in various situations and determining appropriate action while recognizing matters that should be referred to the supervisor; drafting documents using proper format, grammar, spelling, and punctuation; Establishing and maintaining effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is generally reviewed from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work is generally sedentary. Typically the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, occasionally, fifteen (15) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this job, the employee the employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must be able to safely operate a County vehicle.

5. WORK ENVIRONMENT.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated. The employee also goes out into the field which may involve exposure to extreme temperatures, uneven terrain and other conditions associated with outdoor work.

6. SUPERVISORY RESPONSIBILITY.

Work is performed under general supervision of the County Attorney.

In addition to the previous level responsibilities, this level of supervision involves:

- Directing administrative, technical, protective, investigative, professional, or complicated clerical work;
- Planning work for which programs and objectives are clearly defined and the organizational structure is fully established.

Work results impact:

- The accuracy, reliability, or acceptability of products, services, or operations of the organization, area or field office;
- The delivery of line functions to the general public.

For at least 25% of the time, directs technical, protective or complex clerical work, and plans work for which programs and objectives are clearly defined and the organizational structure is fully established.

Supervisors at this level have the authority to:

- Set a series of annual, multiyear, or similar long-range goals and objectives;
- Ensure implementation of goals and objectives;
- Prioritize goals and objectives;
- Recommend the best approach for resolving budget shortages (as needed); and
- Advise high-level program officials on decisions related to broad staffing, budgetary, policy, or regulatory matters affecting the overall program.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*