

RISK MANAGER

GRADE 38

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult professional work managing the County Government and Public School Division benefits, insurance and risk management programs; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Formulating risk management policy and procedures; coordinating insurance and benefit plans; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Administers the County and School Division risk and safety management program.
- Identifies and mitigates the finance risks associated with operation.
- Oversees, develops, implements and establishes work safety policies and procedures. Performs safety/OSHA audits of worksites and school sites.
- Develops and recommends strategies for eliminating and or reducing potential losses and in the design and implementation of loss prevention and safety training programs.
- Ensures regulations are met in regards to OSHA, NFPA, ANSI standards.
- Maintains close communications with School and County departments assuring that their liability insurance needs are being met.
- Formulates and updates policy documents.
- Supervises a comprehensive program of personal injury and vehicle accident prevention.
- Maintains, coordinates and updates the County's insurance policies.
- Monitors and maintains claims filed against the County and its employees.
- Serves as liaison/contract administrator between insurance companies, agencies and adjusting firms utilized by the County.
- Interprets, explains, and applies all applicable federal, state, and local policies, procedures laws, rules, regulations, and standards; initiates any actions necessary to correct deviations or violations.
- Coordinates administration of worker's compensation insurance and OSHA compliance.
- Manages administration of employee health, dental, life, disability, flexible spending plans, or other insurance/benefit plans. Resolves and troubleshoots employee concerns.
- Oversees the administration of COBRA and retirement benefits.
- Oversees the administration of Family and Medical Leave (FMLA) and Workers Compensation programs.
- Communicates with supervisor, employees, supervisors, managers, other departments, county/school officials, vendors, third party administrators, insurance representatives, medical providers, state agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Attends meetings or serves on committees as needed.
- Conducts or assists with various projects as needed, such as coordinating annual Benefits Fair and Open Enrollment.
- Maintains a current knowledge of applicable policies, laws and regulations; reads professional literature; attends workshops and training sessions as appropriate.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of risk handling techniques and methods, OSHA regulations and compliance, workers' compensation, Family and Medical Leave Act compliance, and health and welfare benefits; thorough knowledge of property/casualty insurance coverage and insurance contract language; ability to identify risks and determine situations in which the County might be exposed to financial loss and how these situations can be eliminated or reduced; ability to analyze, interpret and report research findings; ability to interpret and make decisions in accordance with laws, regulations and policies including OSHA; ability to communicate effectively in both oral and written form; ability to establish and maintain effective working relationships with employees, municipal officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in risk management or related field and some experience in municipal risk management including responsibility for analyzing and processing liability claims.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Required to be a Notary Public. Must pass a criminal background check and credit history check.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.