



RISK MANAGEMENT SPECIALIST SENIOR JOB DESCRIPTION

Job Title: Risk Management Specialist Senior

Job Code: RR103

Pay Grade: 20

Effective Date: November 2020

FLSA: Non-Exempt

Revision Date: November 2020

NATURE OF WORK

Under limited supervision, provides complex support to the HR / Risk Director and performs a variety of administrative and technical risk management functions for the Lewis County HR / Risk Department; coordinates the administration of assigned Risk Management programs; conducts routine accounting tasks; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the County's Risk Management Program under the direction of the HR / Risk Director.
- Advises, assists and briefs the HR / Risk Director and occasionally the BOCC regarding risk programs and liability issues; consults with elected and appointment officials on a wide range of risk-related matters.
- Oversees the administration of the County's mishap and tort claims programs; receives and reviews documents, tracks claims; updates and maintains claim records and logs.
- Oversees the administration of the County's self-insured Unemployment Insurance (UI) Program and other Risk programs; compiles and analyzes claims information.
- Maintains and updates departmental databases pertaining to general liability, mishap, and unemployment insurance; compiles and analyzes data; prepares reports of findings, county training, and other HR related databases.
- Responds to inquiries and provides information to citizens regarding processes for filing tort claims.
- Maintains administrative systems and provides database support in relation to the County's Risk Management, Workers' Compensation and related programs.
- Assists in the preparation and administration of the department budget.
- Coordinates the annual insurance renewal process and secures coverage for general liability, airport liability, property, equipment, and excess Workers' Compensation.
- Prepares, edits, copies, and maintains risk management correspondence, reports, policies, memorandum, file plans, and/or other departmental documentation.
- Schedules, coordinates, and participates in meetings with County departments and outside entities on behalf of Risk Management as requested.

- Administers and reconciles the Workers' Compensation Imprest Account and other risk related accounts; verifies the accuracy of workers' compensation billing received from the Third Party Administrator; inputs expenditure information into the departmental database; monitors the distribution of the Imprest account reimbursement check.
- Verifies the accuracy of invoices; researches and corrects billing errors; monitors and tracks departmental expenditures.
- Takes administrative action to recover costs against responsible third parties and/or insurance companies as necessary; processes payments for approved tort claims.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

EMPLOYMENT STANDARDS:

Associate's Degree in Business Administration or a closely related field; AND four (4) year's Risk Management and/or administrative experience.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Risk management principles and programs.
- Workers' Compensation and Unemployment Insurance programs.
- Procedures for processing tort claims.
- County policies and procedures.
- Basic accounting principles and practices.
- General office equipment and standard computer software applications.
- Departmental records, reports, and documentation.

Skills in:

- Performing a variety of administrative and risk-related technical risk management functions.
- Assisting and coordinating assigned risk management programs.
- Preparing and maintaining a variety of departmental records, reports, and documentation.
- Reconciling Imprest accounts and performing routine accounting duties.
- Establishing and maintaining effective working relationships with County departments, outside agencies, and the general public.
- Communicating effectively verbally and in writing.