

DEPARTMENT: RISK MANAGEMENT
CLASSIFICATION: NON COMPETITIVE – NYSCSC APPROVED 07/17/2006
APPROVED: JULY 15, 2014

FLSA Status: Exempt/Executive 1/4/2010

DIRECTOR OF RISK AND INSURANCE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a department head level position which involves the coordination of all functions relative to the risk and insurance services of the county. Responsible for the County's Property and Casualty, General Liability, Worker's Compensation, Safety and Health Programs as assigned. Acts as the County's focal point for coordination with, and contract management of, all outside vendors (brokers, third party administrators, consultants etc.) for the County's Insurance Programs. Recognizes, controls and where possible works to reduce the County's risk and losses in a cost effective manner. Provides consulting support and technical advice to the Legislature and County departments on general insurance matters. Supervision is exercised over clerical employees assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Administers all County insurance programs to include evaluating the contractual performance of the Third Party Administrators and Insurance Carriers;
2. Through new/renewal contract negotiations, obtains the desired level of insurance protection at the lowest possible cost over time;
3. Maintains detailed records pertaining to Insurance Policies and Insurance Coverages, claim and loss information and loss prevention and safety violations;
4. Serves as the administrator of a County-Wide Self-Insured Workers Compensation Pool Plan which includes Cities, Towns, Villages, School Districts and the County;
5. Responsible for establishing safety training procedures for all members of Workers Compensation Pool Plan as well as ensuring compliance with the training program by personally communicating the safety training plan to the members by conducting on sight visits including participation by the TPA;
6. When applicable, ensures county pursues subrogation against responsible third parties on auto physical damage losses involving county vehicles;
7. Ensures standardized loss reporting procedures are properly implemented;
8. Prepares reports to the Legislature on an annual basis summarizing self insurance costs and insurance premiums for the year by major category;
9. Prepares annual estimates of departmental funds required for insurance and allocates them to departments;
10. Assists with the investigation of claims by gathering data and cost information needed to document property losses;
11. Receives, renews as necessary and files or forwards to appropriate parties, Certificates of Insurance, Insurance Policies, Bonds Contracts and notices of Loss;
12. Provides support to the County legal staff in defense of tort litigation and other matters brought against the County or by the County;
13. Expected to join the NYS Self Insured Counties Association (NYSASIC) and other appropriate organizations to represent the County and establish important contacts with counterparts in other Counties;
14. Attends meetings, visits and inspects county worksites, and may attend conferences.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of risk management and risk transfer; good knowledge of the types of insurance coverage; good knowledge of current developments, literature and sources of information in the risk management field; good knowledge of the advantages and disadvantages of all types of insurance coverage including self-insurance; skilled at negotiating contracts with outside vendors; ability to analyze and present statistical data related to risk and insurance coverage; ability to establish effective working relationship with others; ability to supervise the work of others; ability to communicate effectively both orally and in writing; accuracy; initiative and resourcefulness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in a business related field and two (2) years of supervisory experience in Risk management; property and casualty claims functions; life and health insurance administration; contract preparation, award and administration; or related risk/insurance activities, one (1) year of which must have involved administrative supervision responsible for planning, directing and coordinating the work of a subordinate staff;
or

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and four (4) years of supervisory experience in Risk management; property and casualty claims functions; life and health insurance administration; contract preparation, award and administration; or related risk/insurance activities, two (2) years of which must have involved administrative supervision responsible for planning, directing and coordinating the work of a subordinate staff.

SPECIAL REQUIREMENTS:

Possession of a New York State driver's license at the time of appointment and for duration of employment.