



RISK MANAGER JOB DESCRIPTION

Job Title: Risk Manager

Job Code: TBD

Pay Grade: 125

Effective Date: July 2024

FLSA: Exempt

Revision Date: July 2024

NATURE OF WORK

Under limited direction under the Budget and Risk Director, represents the County as Risk Manager, Claims Administrator and Loss Control Coordinator as required by Washington Counties Risk Pool; responsible for reviewing, assessing, and controlling the exposures to County employees, property, and the public. Provides expert analysis and recommendations on complex claims; oversees the planning, organizing, leading, of risk management operations.

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.*

- Assists in the development and administration of risk-related programs for the reduction of risk or exposure to loss. Compile, research, draft and recommend adoption and implementation of Risk Management and Safety related ordinances, policies, procedures, and regulations and monitor for updates.
- Administer and manage the County Risk Management program under the direction of the Budget and Risk Director and serve as liaison between the County and Risk Pool regarding risk management.
- Advise, assist, and brief the County Manager and the BOCC regarding risk programs and liability issues, insurance coverage(s), reserves, deductible, self-insured retention (SIR) levels, loss prevention and general risk issues; consult with elected officials and department heads on a wide range of risk and safety-related matters.
- Review and monitor local, Federal, and State laws and regulations related to personnel, safety, and Workers' Compensation insurance, as well as provide updated information to applicable parties. Advise and train appointing authorities, managers, supervisors, employees and volunteers on risk management and safety policies, procedures, and practices.
- Assists in the development and administration of the tracking systems to ensure proper evaluation, control, and documentation of liability and insurance claims.

- Review, investigate, and follow up with claims and incident reports to assess liability, minimize exposure to accidents and injuries and ensure a safe workplace.
- Review contracts, policy renewals, insurance certificates, personal services agreements, lease or rental agreements to ensure acceptable risk, insurance and hold harmless and indemnification stipulations per policies.
- Administer, track and process renewal of all insurance policies. Serves as County contact regarding all property, liability, and other insurance issues. Assist departments, adjusters, and insurance companies with the County filing claims against responsible parties and insurance policies.
- Designated as Claims Administrator to develop and oversee the administration of the County's Civil Claims Program. Collaborate with the Prosecuting Attorney's Office, Washington Counties Risk Pool, outside attorneys, investigators, insurance companies in processing claims and litigation. Work with all departments, County officers, employees, Prosecuting Attorney, and outside counsel resolving claims and defending lawsuits.
- Perform investigative work in the field, including interviewing parties involved, photographing, evidence gathering, and researching police reports.
- Responsible for the Risk Management Imprest Account; reviews and reconciles invoices from the Risk Pool and submit to the County for payment.
- Develops, establishes, and recommends procedures for administering the County's Self-Insured Workers' Compensation program. Ensure the proper reporting of incidents and accidents.
- Work closely with the County's Third-Party Administrator assisting with Workers' Compensation Claims. Use L&I incidents/accidents information to generate reports for safety committee meetings, manages the annual OSHA 300A reporting and posting requirements. Assist with return-to-work accommodations as needed.
- Develop, update, and maintain County safety policies & procedures. Develop, implement, coordinate and conduct employee training and safety training programs as needed and required by statute and safety policies and procedures. Coordinate with Human Resources personnel to maintain safety training records.
- Provide oversight of County safety committees to ensure they comply with OSHA and WISHA regulations. Assists in the Investigation and follow up on suggestions/inspections of safety committees as needed.

- Perform impartial investigations initiated by management or employees as they apply to the Risk Pool. Assist in the resolution of complaints and grievances; investigate and analyze situations and evaluate information to assist in making recommendations on the appropriate course of action.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and in and around County facilities when conducting safety inspections/investigations, subject to light physical demands and frequent use of personal computers.

EMPLOYMENT STANDARDS:

Bachelor's degree in occupational health and safety, safety studies, business or public administration, or a related field; and three (3) years of professional experience in an occupational health and safety program; or Associate's degree in safety, health, environmental, or a closely related field; AND five (5) years' experience working in safety for a large employer with a diverse work environment.

Professional work experience may substitute for the educational requirements above.

Certifications as a Washington Workers' Compensation Professional and Safety and Health Specialist are required within two (2) years of employment; must have the ability to obtain a Medic First Aid Certification; a valid Washington State Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- OSHA, Division of Occupational Safety and Health (DOSH), and L&I programs, safety policies, and regulations.
- Safety and workers' compensation principles.
- Regulations and standards governing workplace safety.
- Workers' Compensation and safety recognition programs.
- Procedures for conducting safety inspections and investigations.
- Various workplace safety training topics.
- Departmental records, reports, and documentation.

Skills in:

- Maintaining discretion when dealing with sensitive and confidential issues.
- Performing a variety of safety and Workers' Compensation claims management functions.
- Providing safety consultation to County departments, management personnel, and elected officials.
- Conducting safety inspections and investigating Workers' Compensation claims and safety complaints.
- Developing and delivering safety training to County employees.
- Establishing and maintaining effective working relationships with County departments and personnel, healthcare professionals, and outside agencies.
- Communicating effectively verbally and in writing.