

**County of Humboldt Job Specification**  
**RISK MANAGER/SAFETY ADMINISTRATOR**  
**Classification 0700**  
**FLSA: Exempt**



**DEFINITION**

Under general direction, plans, organizes, and administers comprehensive programs in the areas of Risk Management, Loss Control, Benefits, and Safety Administration; provides oversight in support of the financial and risk management activities and functions of the County; analyzes, develops, and recommends new and improved risk management procedures and programs; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Human Resources. Exercises direct supervision over professional and administrative support staff.

**CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, reviewing, and evaluating the County's Risk Management, Loss Control, Benefit and Safety programs. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. This class is distinguished from Director of Human Resources in that the latter has responsibility for overall management and administration of all Human Resources/Risk Department functions, programs, and activities.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Plans, organizes, coordinates and administers comprehensive programs including risk management, loss control, benefits, and safety administration.
- Assists with developing and administering program budgets including monitoring and controlling expenditures; forecasting personnel, equipment, and other resources needs; assisting in the allocation of limited resources.
- Negotiates with brokers and reviews policy language to ensure maximum insurance coverage with the most favorable terms and costs.
- Coordinates with other County departments regarding development, implementation and administration of the Affordable Care Act (ACA).
- Directs the development, implementation, administration, and evaluation of safety programs.

- Directs the surveys of County facilities, programs and operations to determine hazards, liability and to evaluate insurable risks; directs the development and evaluation of fire prevention systems, fire protection programs, and hazardous material identification and disposal programs.
- Develops and reviews contracts, leases and purchase documents for proper coverage limits, financial requirements, hold harmless clauses, insurance provisions and other conditions that limit exposure to loss.
- Provides direction and programmatic development for and coordination and implementation of special risk management programs and projects to meet the needs of the County.
- Evaluates, administers and directs workers' compensation programs, liability claims and unemployment programs.
- Assists in developing cost allocations to apply to other departments for insurance programs; monitors cost and recommends adjustments to the allocation plan as needed; maintains cost and loss histories on County departments; maintains program records and prepares reports, correspondence and other written materials.
- Identifies problems, determines analytical approach, researches and analyzes information; provides technical assistance to others on risk management related matters.
- Coordinates with the County Counsel regarding legal aspects of potential liability and on claims litigation; maintains liaison with County departments and provides consultation on risk management problems.
- Collects and maintains financial and other data, analyzes data, and using collected data prepares a variety of reports and recommendations.
- Participates in the hiring of staff; trains staff in department procedures; evaluates employee performance, counsels employees and effectively recommends disciplinary and other personnel actions.
- Analyzes current legislation and its potential implications for the County for the areas of assignment.
- Develops specifications for the purchase of insurance, recommends purchases and serves as liaison with the companies; conducts and coordinates contract negotiations for special services and drafts contracts for Board of Supervisors approval.
- Makes presentations to County or public groups; governmental agencies, boards and commissions, auditors, the public and others; appears before the Board of Supervisors to present reports and make recommendations, as assigned.
- Performs other related duties as assigned.

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### **QUALIFICATIONS**

*The requirements listed below are representative of the knowledge and ability required. \*

#### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.

- Principles and practices of risk management and asset protection programs relating to general and financial liability protection.
- Requirements and techniques for developing, implementing and administering self-insurance plans.
- Administrative principles and methods, including goal setting, program development and implementation, budgeting and employee supervision.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility including laws and regulations relating to risk management, asset protection and workers' compensation programs.
- Principles and practices of governmental and fund accounting.
- Policies and procedures regarding insurance processing and control.
- Employee benefit administration and financing principles and techniques, including program planning, implementation and administration.
- Statistical and financial analysis and record keeping principles and practices, including computerized record keeping and report generating techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Risk Management program.
- Plan, direct, and review the work of others.
- Direct and coordinate the work of third-party program administrators and adjustors.
- Analyze insurance policy provisions to determine the existence and extent of liability.
- Analyze, classify and rate risks, exposure and loss expectancies.
- Research, interpret and evaluate varied data.
- Use sound independent judgment within established guidelines.
- Maintain accurate records and preparing clear and concise reports, correspondence and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Use tact, initiative, prudence, and independent judgment within legal, general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree in human resource management, public or business administration, accounting, finance, or a related field

**and**

five (5) years of responsible experience administering risk management, workers' compensation, occupational health and safety and/or similar programs at a level equivalent to the County's Human Resources Analyst II classification.

**Licenses and Certifications:**

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

**PHYSICAL DEMANDS**

- Mobility to work in a standard office and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; standing in and walking between work areas is frequently required; frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

**ENVIRONMENTAL CONDITIONS**

- Employees work in an office, out-patient, clinic, jail or juvenile facility environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention.

- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**ADDITIONAL REQUIREMENTS**

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).