

*Code: 7425*

*Title: RISK MANAGER*

**SUMMARY:**

Under general direction, performs administrative work of considerable difficulty developing, administering and coordinating a comprehensive Pima County Government risk management program, to include administration of the Self Insurance Trust, occupational medical programs (for example: Worker's Compensation, Employee Retraining and Rehabilitation, Americans with Disabilities Act (ADA) compliance), Loss Prevention, Environmental Exposures, Tort and Environmental Liability, Property Insurance Program and other risk-related programs.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Develops, implements and manages the County's risk management programs;

Manages the County Self Insurance Trust, to include budget projections, financial tracking and service as Secretary of the Board of Trustees;

Consults with risk consultants, insurance brokers, insurance companies, departments and other related agencies in planning, negotiating, acquiring and managing risk and insurance programs and coverage;

Participates with legal counsel in the management and settlement of tort-related claims and lawsuits for or against the County, to include coordination with qualified structured settlement firms;

Identifies and analyzes risks to the County and recommends risk treatment techniques to management and supported departments, agencies and programs;

Manages County's property damage losses, adjusting those under the deductible and managing loss settlements above deductible limits with insurance brokers and insurers;

Creates, purchases and evaluates insurance protection programs for property, excess liability, excess Worker's Compensation, aircraft, automobile, medical malpractice and other insurance required to supplement the self-insurance programs of the County;

Manages, through subordinate professional staff, the County Occupational Medical programs, to include Worker's Compensation, Americans with Disabilities Act (ADA) compliance, Employee Rehabilitation and Retraining programs;

Acts in an advisory capacity to County Employment Service's Compensation & Benefits unit regarding group medical, dental and life insurance, and related programs;

Develops and implements alternative financing programs for the County's exposures to risk;

Participates in the review and inspection of County operations and facilities for risk management provisions and recommends appropriate corrective actions;

Compiles, reviews and analyzes data and prepares reports relating to risk management operations and program performance;

Supervises, trains and evaluates professional and paraprofessional risk management and support staff.

## KNOWLEDGE & SKILLS:

### Knowledge of:

- . principles and practices of risk management in a public sector environment;
- . loss control and safety programs;
- . occupational medical issues including Worker's Compensation claims management;
- . environmental exposures applicable to public sector facilities, operations and related programs;
- . insurance coverages, claims and program financing;
- . insurance underwriting and claims management;
- . employee benefits administration;
- . budget development, administration and reporting;
- . effective employee supervision, training and evaluation techniques;
- . legal processes and requirements for management of tort liabilities.

### Skill in:

- . development, administration and coordination of a public sector risk management program;
- . researching, developing, negotiating and procuring insurance coverages;
- . effectively administering a self insured trust program;
- . communicating effectively with management, elected and appointed officials, the public, County employees, underwriters and local, state and federal agencies;
- . negotiating settlements of claims for or against the County, in concert with legal counsel and qualified structured settlement firms;
- . managing a professional/paraprofessional staff in diverse risk management areas.

## DESIRED QUALIFICATIONS:

A bachelor's degree from an accredited college or university with a major in risk management, public or business administration, finance or management analysis and five years of combined professional experience in risk management, risk finance loss control and prevention, worker's compensation, employee benefits, insurance negotiation/purchase or claims adjustment, including at least two years in a managerial capacity.

(Current certification from the Insurance Institute of America as either an Associate in Risk Management (ARM), Chartered Property Casualty Underwriter (CPCU), Associate in Loss Control Management (ALCM), Associate in Claims (AIC) or Associate in Reinsurance (ARe) may be substituted for two years of the above required professional experience.)

(Relevant professional level experience may be substituted for the aforementioned education.)

## OTHER REQUIREMENTS:

Licenses and Certificates: Position may require possession of a valid Arizona's driver's license, with appropriate endorsements. Employee must secure certification from the State of Arizona as a Risk Consultant within six months of employment; failure to secure and maintain such

certification may result in employee termination. [Reference Arizona Revised Statutes- ARS - 11-981.B.1 & 20-289]

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Special Notice Items: Due to need for access to courts, law enforcement and corrections facilities, records and associated information, position may require satisfactory completion of a background investigation by law enforcement agencies;

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 09/12/95

