

COUNTY OF INYO

RISK MANAGER

DEFINITION

To plan, develop, and administer a comprehensive risk management and loss control program to protect and preserve County property and assets; and to perform related duties as required.

ESSENTIAL JOB DUTIES

Researches, procures, and implements loss control and insurance programs to protect County properties and liabilities; administers insurance programs such as General Liability and Workers Compensation; investigates claims and makes recommendations for settlement or rejection; develops defense strategies for contested claims; negotiates and settles claims; monitors pending cases; serves as liaison with all parties involved in claims process; identifies areas of potential risk and recommends appropriate risk transfers; recommends methods of decreasing loss exposure/minimizing risk; develops cost allocation plans and loss control procedures; selects appropriate risk financing; coordinates Safety Program activities, including accident investigation/prevention; develops safety rules/procedures to minimize injuries and property damage; develops training programs to improve worker safety; prevent accidents, manage stress, etc.; manages efforts to recover damages due to County resulting from property damage; prepares annual report; monitors relevant legislation and lobbies for needed changes in Risk Management policies; represents the County on various Boards, conferences, and seminars.

EMPLOYMENT STANDARDS

Experience: Must possess at least five year of increasingly responsible experience in risk management activities, to include two years of supervisory experience, and a Bachelor's degree in an applicable field.

Knowledge of: Management principles, including program planning, implementation, and administration; principles and practices of administrative survey and analysis; Federal, State, and local laws relating to insurance management, claims processing, and occupational safety regulations; principles and practices of risk management, loss control, and asset protection; programs relating to general and financial liability protection; financial and legal requirements for developing, implementing, and administering self-insurance plans; claims adjusting and settlement methods; subrogation procedures; contract and tort law as it applies to general liability, claims adjustment, and insurance settlements; workers compensation and safety laws and regulations; basic types of insurance/insurance contracts/insurance policies and procedures; principles and practices of accounting

and financial analysis; budgetary practices and controls; principles and practices of training.

Ability to: Develop and implement a County-wide insurance and risk management program; develop/evaluate program policies and procedures; analyze and interpret laws, ordinances, and insurance regulations; analyze and assess risks and make recommendations; analyze and interpret complex insurance policies, actuarial data, legal documents, and reports; plan and coordinate loss control programs; determine occupational and health hazards and develop programs to abate/minimize risks; collect, evaluate, and interpret data; prepare and present clear and concise reports; communicate effectively orally and in writing; exercise initiative, ingenuity, and sound judgment in solving difficult technical and administrative problems; work independently; work cooperatively with those contacted in the course of work.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.