

MANAGER OF RISK MANAGEMENT AND INSURANCE

186-F

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administrative oversight of the County government's insurance and risk management programs. The incumbent is delegated as the plan administrator for the County Self-Insurance Plan established pursuant to the provisions of Article 5 of the Workers Compensation Law. Responsibilities of the position include administration of a loss prevention and safety program, and management of records and transactions to provide for adequate insurance and surety bond coverage protecting the County from reasonable risks of loss or damage. Supervision is exercised over the Human Resources Benefits Specialist position. Work is performed in accordance with established policies with broad leeway for independently performing the duties of the position.

TYPICAL WORK ACTIVITIES:

Plans, recommends, and implements programs designed to limit risk of loss to properties, physical assets, and human capital as they pertain to claims management, insurance, and self-insurance programs;

Supervises and administers the complete adjudication of Worker's Compensation claims against participating entities of a Self-Insurance Plan established pursuant to the provisions of Article 5 of the Workers Compensation Law;

Receives claims, conducts investigations, makes a determination on claims, and performs follow-up activities on open claims;

Coordinates the defense of controverted Workers Compensation claims and issues, and represents the Self-Insurance Plan at hearings before the New York State Workers Compensation Board, if needed;

Works in conjunction with the Commissioner of Human Resources to interpret the Workers

Compensation Law to participating entities and other interested parties;

Maintains self-insurance programs for property, general liability and automobile insurance;

Procures various County insurance coverage and recommends varying degrees of risk retention
and risk transfer, as circumstances warrant;

Assists in the defense and settlement of tort claims;

May negotiate claim settlements in certain instances and coordinate subrogation efforts;

Oversees a comprehensive municipal employees' occupational safety and health program

including safety training, inspection of facilities and worksites, and making
recommendations toward hazard abatement;

Assists in budget preparation and prepares/submits budget and other financial information relating
to insurance and risk management operations; and

Provides reports and recommendations to the Commissioner of Human Resources for presentation
to the legislative body as requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the Workers Compensation Law and Workers
Compensation administrative procedures; familiarity with Workers Compensation administrative
decisions, interpretations, and case law; thorough knowledge of the terminology, types of policies,
and characteristics of various types of insurance and basic concepts of risk management and asset

protection programs; thorough knowledge of employee health insurance programs; good knowledge of occupational safety and health statutory and/or regulatory requirements; good knowledge of insurance underwriting; good knowledge of practices, procedures, and terms used in insurance claims administration; working knowledge of investigative techniques; working knowledge of medical terminology; ability to analyze evidence or testimony; administrative ability; ability to present ideas clearly both orally and in writing; ability to understand and interpret tabular material; ability to secure the cooperation of others; resourcefulness; initiative; sound judgment; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

(A) 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 public administration, business administration, economics or a related field; or

(B) 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 in public administration, business administration, economics or a related field, and two (2) years of experience in insurance claims, insurance administration, workers compensation cases, or disability benefits claims work;

or

(C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in public administration, business administration, economics or a related field, and two (4) years of experience in insurance claims, insurance administration, workers compensation cases, or disability benefits claims work;
or

(D) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (B) and (C) above.

NOTE: At the time of appointment, it is preferred that the candidate be currently licensed as an insurance agent or broker in the State of New York.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.