

RISK MANAGEMENT AND INSURANCE PROGRAM COORDINATOR

186-G

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of

technical duties in connection with the operation of the Risk Management and Insurance Department.

Incumbent is responsible for establishing and maintaining liability insurance as well as Workers' Compensation files, maintain appropriate disbursement records and assisting claimants with regard to filing claims, program procedures etc. Work is performed under direct supervision of the Manager of Risk Management and Insurance and the Commissioner of Human Resources.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Oversees claims process for worker's compensation against the County, Towns or Villages;

Directs the investigation of claims as well as the compilation of evidence necessary to reach decisions;

Makes recommendations to the Manager and/or Commissioner concerning whether claims should be paid or disallowed;

Performs financial record keeping duties in connection with issuing checks and disbursement of funds from the Worker's Compensation Insurance Fund;

Interprets the law to member groups and other interested parties;

Composes and types correspondence relating to Worker's Compensation and other insurance matters;

Sets up files for all liability claims;

Initiates investigation of liability claims;

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Enters information into various database systems as required (LENS);

Responds to inquiries, either in person or by telephone regarding benefits, rates, claims, etc., and contacts insurance carriers regarding eligibility and various problems that may arise;

Assist in organization of annual health fair;

Tracks, audits and monitors a variety of accounts; verifies adjustments are made to correct allocations and issues reports as required;

Purchase and maintains inventory of all equipment and supplies;

May assist in the open enrollment process;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of health and liability insurance and workers' compensation concepts and related decisions and interpretations; good knowledge of OSHA guidelines; good knowledge of modern methods used in keeping and checking financial accounts and records; Good knowledge of office terminology, procedures, equipment and business English; working knowledge of the Worker's Compensation Law and Worker's Compensation Administrative Procedures; familiarity with Worker's Compensation administrative decisions and interpretations; ability to organize and maintain accurate records and files; ability to understand and interpret oral instructions and/or written directions; ability to develop effective working relationships and deal diplomatically with people; ability to express oneself clearly both orally and in writing.

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 Bachelor's Degree in Accounting, Business Administration, Public Administration or a closely related field and one (1) year of experience in handling insurance claims, insurance administration worker's compensation or disability claims work; 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 an Associates Degree in business administration, public administration, or a closely related field and three (3) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of an equivalency diploma and five (5) years of experience as described in (A) above; or

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.