

## COUNTY OF SOLANO

### RISK MANAGER

Est. 07/06

#### **DEFINITION**

Administers the County's Self-insured Worker's Compensation and Casualty Loss Programs, plans, develops, and manages the County Safety Program; and does related or other work as assigned by the Director of Human Resources. Serves as a member of the County's Management team.

#### **CLASS CHARACTERISTICS**

This single position classification is responsible for the planning, implementation and coordination of the County's Self-insured Worker's Compensation, Casualty Loss Programs and safety awareness training program; coordinating and monitoring the liability program which includes vehicle and property programs, medical malpractice and other insurance programs. The position is responsible for identifying areas of exposure to financial loss which could result from County operations; developing and promoting work site wellness programs; arranging for insurance and/or financial reserve programs to cover exposures; recommending and implementing policies regarding claims against the County; consulting with management on loss prevention and safety programs; and developing systems and programs to protect the County against major financial loss.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Human Resources.

Exercises supervision over professional and clerical staff.

#### **EXAMPLES OF DUTIES** - *Duties may include but are not limited to the following:*

Administers the County's Self-insured Worker's Compensation and Casualty Loss Programs; investigates Worker's Compensation claims; serves as liaison with the County's contract Worker's Compensation Claims Administrator, stop-loss insurance brokers and carriers, and private and public rehabilitation agencies; represents the County in hearings before the California State Worker's Compensation Appeals Board; consults with counsel on litigated cases; develops rehabilitation plans, makes recommendations on the settlement of claims; seeks recovery on third party subrogation's; authorizes expenditure of funds from the County's Self-insured Worker's Compensation Trust Fund and the Casualty Trust Fund; prepares comprehensive financial reports related to Worker's Compensation and Casualty Losses for submission to Board of Supervisors.

Participates in the development of safety policies and procedures; coordinates departmental safety committee meetings to gather information and provide guidance on safety matters; reviews current literature and new legislation related to safety rules and procedures and determines application to

County operations; recommends revision of policies and implementation of new policies and procedures; may assist the Director in administering health and dental insurance programs.

Coordinates periodic safety and environmental health inspections of employee work areas; ascertains level of compliance with health and safety statutes and regulations; advises appropriate officials of unsafe practices or conditions and recommends corrective action; accompanies OSHA inspectors on inspections of County facilities, answers questions, records findings and reports results of inspections to appropriate authorities; prepares OSHA reports results of inspections to appropriate authorities; prepares OSHA reports and other reports; maintains safety and accident and casualty loss records, coordinates establishment of departmental safety inspection teams; monitors the departmental inspection team activities; reviews the team's reports.

Acts as a County representative with governmental agencies and professional organizations, on matters related to assigned responsibility.

Reviews employee's safety improvement suggestions and seeks implementation when appropriate; administers County personal protective equipment program; reviews requests and authorizes payments.

Serves as a consultant on safety matters to department heads and the County Administrator's Office; advises on safety aspects of current and proposed procedures, equipment and facilities; develops and may conduct safety related training classes, including but not limited to, first aid, cardiopulmonary resuscitation and defensive driver training.

Directly supervises employees; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

California Occupational Safety and Health Act Standards and Rules.

California Worker's Compensation laws, rules and regulations, risk management and loss control principles and techniques.

Record keeping and report preparation procedures.

Safety precautions required in a variety of work environments.

Interviewing techniques.

Basic principles of public relations.

First aid, including CPR.

Basic electronic trouble shooting procedures.

Automotive equipment operation practices and traffic laws.

Math.

**Skills to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

**Ability to:**

Plan, implement, and evaluate safety and casualty loss control programs.

Interpret and apply technical rules and laws.

Plan and conduct safety related training.

Determine causes of accidents and develop effective recommendations for corrective action.

Maintain comprehensive records and statistics.

Prepare written reports.

Establish and maintain effective working relationships with public and private agency officials.

**Experience and Education/Training**

**Experience:**

Five years of experience in planning, managing and conducting a variety of risk management activities including at least three years managing and supervising staff in self-insured Worker's Compensation Programs.

**Education/Training:**

A Bachelor's degree is required from an accredited university with a major in Public Administration, Business Administration, Engineering, Public Safety, or a closely related field.

**SPECIAL REQUIREMENTS**

Possession of a valid Class C California Driver's License may be required.

## **SUPPLEMENTAL INFORMATION**

Independent travel may be required.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

**Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.

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Donald W. Turko  
Director of Human Resources

**Established Date:** July, 2006

**BOS Date:** June 26, 2006

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