

## RISK MANAGEMENT COORDINATOR

**GENERAL STATEMENT OF DUTIES:** Assists in the coordination of Worker's Compensation programs. Coordinates the day to day operations, including claims processing, working with third party vendors, liability insurance carriers, and departments. Works under the general supervision of the Controller. Performs related duties as required.

### **STATEMENT OF TASKS:**

Surveys County property, assets, and operations to identify and classify risks;  
Analyzes risks and potential liabilities, and makes recommendations to the Risk Manager and/or Controller.  
Recommends risk management policies/procedures and prepares requisite reports;  
Monitors claim reporting procedures;  
Works with vendors for underwriting functions of self insurance programs and coordinates commercial insurance and self-insurance programs;  
Reviews all claims lodged against the County, works with Risk Manager and/or the Controller and departments and others to initiate appropriate investigations and serves as liaison with outside counsel;  
Works with Risk Manager and/or controller to recommend actions to resolve claims including claims recovery;  
Investigates Workers' Compensation claims and recommends appropriate actions including review of potential liability and recommendations to reduce job accidents;  
Works with Risk Manager and/or Controller, departments and the Insurance Broker to review and evaluate insurance needs and policies and recommends revisions as necessary;  
Works Risk Manager and/or Controller and Insurance brokers to write specifications for insurance quotations, consults with insurance brokers to purchase adequate, low cost coverage and recommends the awarding of insurance contracts;  
Advises departments in loss prevention through constant updates of changing regulations and laws;  
Coordinates safety educational programs for employees;  
May coordinates environmental assessment studies;  
Prepares all required reports as directed;  
Provides information for auditors and actuaries to prepare annual financial report and annual actuarial report;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of risk management programs  
Knowledge Worker's Compensation, OSHA/MIOSHA, indemnification agreements and automotive repair procedures;  
Knowledge of modern safety procedures and practices;  
Ability to prepare concise statistical reports both orally and in writing;  
Ability to coordinate with third-party administrators in the processing of workers compensation and liability claims;  
Ability to deal with people;  
Ability to make judgments and decisions;  
Ability to attend work regularly and work under stressful conditions.

**MINIMUM QUALIFICATIONS:**

Five (5) years of experience in risk management, including responsibility for analyzing, reviewing, and processing liability claims and involvement in analyzing, negotiating and purchasing comprehensive insurance coverage.

-OR-

An acceptable combination of experience and education as determined by the Controller.

Associate in Risk Management (ARM) professional designation preferred.

  
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Human Resources Director

Established: October 1, 2011  
Revised: October 30, 2017