

SNOHOMISH COUNTY JOB DESCRIPTION

COUNTY RISK MANAGER

Spec No. 2260

BASIC FUNCTION

Develops, administers and manages the County's risk management program to ensure the protection and preservation of the County's financial and personnel assets, and maintain the County's continuity of operations.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and supervises a comprehensive Risk Management program comprised of: safety loss control, workers compensation administration, insurance procurement and claims handling within the County's self-insured liability program; also responsible for the County's self-insured unemployment compensation insurance program.
2. Responsible for managing and supervising the County's Risk Management Program by providing day-to-day direction for tort claims administration, worker and visitor safety program development and implementation, workers compensation investigation and resolution, insurance procurement and the development/negotiation of insurance and indemnification contract provisions; works with considerable discretion in the development and implementation of policies and procedures, ensuring compliance with appropriate laws and regulatory standards, and in advising executive management in all aspects of risk management.
3. Plans, coordinates and manages the daily operations of the Risk Management Division with responsibility to manage the county internal insurance fund, safety loss control efforts and property/liability insurance(s) including specialty policies for Marine, Airport/Aviation and Railroad liability exposures; develops work plans, monitors actual progress and assesses employee performance with other county departments and divisions, as required.
4. Directs and supervises the work of subordinate leads and staff in the areas of safety, loss control, worker's compensation and property/liability insurance, and tort claims adjudication, including the recovery of damages caused by others, for county-wide operations; develops staff training and encourages professional development including cross training of positions for continuity of operations in the event of staff shortages.
5. Identifies and analyzes loss exposures; develops and evaluates methods used to minimize and mitigate liability to county assets; makes administrative recommendations to Executive Office, Finance Director, department directors, and County Risk Management Committee regarding mitigation principles and practices.
6. Coordinates directly with the Prosecuting Attorney's Office on claims and incidents involving large property damage and/or potential serious liability losses, public disclosure requests, contractual language issues and employment bargaining issues.

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COUNTY RISK MANAGER

Spec No. 2260

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Participates and plans Risk Management's activities as an integral part of the County's Department of Emergency Management during disasters or other Operations Center activations. The Risk Manager supports Emergency Management through planning contingencies, critical thinking and analysis in developing alternative solutions and how changes in conditions or operations and the environment change outcomes. Risk also coordinates insurance proceeds with Federal and state disaster response agencies, such as, the Federal Emergency Management Association (FEMA).
8. Provides claim expenditure and budget analysis to County Executive, County Council, department directors/managers and Risk Management Committee; makes recommendations to reduce claim expenditures. Annually develops loss allocation methodologies for insurance premiums and losses within the self-insured retention for all County departments' budgetary purposes.
9. Reviews and analyzes the county's claim and risk management policies and procedures; develops and recommends new and/or improved risk management policies and procedures; coordinates, monitors and adjusts risk management techniques for efficiency.
10. Meets with directors/elected officials and managers of other departments to discuss liability and workers compensation loss control concerns; recommends and monitors the implementation of proven methods of loss reduction.
11. Recommends various personnel actions to the department director, including selection, promotion, reassignment and discipline; maintains knowledge of county personnel rules, regulations and labor agreements as they apply to the division and worker's compensation program; administers personnel policies and procedures and programs within the Risk Management Division as delegated by the Finance Director.
12. Participates and plans risk management financial reports and information dispersed to Executive Office, County Council, Finance Director and department directors.
13. Interacts with Executive Office, County Council, Prosecuting Attorney's Office, department directors and managers, and other elected officials to provide county-wide loss analysis and risk management recommendations.
14. Conducts correspondence and confers with insurance brokers and claims administrators to provide county-wide insurance program.
15. Prepares the division's annual budget; administers division and county-wide insurance budget and monitors expenditures.

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COUNTY RISK MANAGER

Spec No. 2260

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

16. Provides concise written or verbal analysis of issues, cost benefit analyses, and recommends options; gathers reviews, evaluates data and prepares a variety of periodic and special reports; develops financial models for insurance trend analysis and projections.
17. Develops and reviews county contracts/agreements and proposed contracts/agreements to determine adequate level of insurance requirements. Negotiates on behalf of county departments the contract sections pertaining to risk, insurance and indemnification.
18. Oversees the public records functions and staff for the Financial Operations, Budget and Risk Management Divisions within the Finance Department.

STATEMENT OF OTHER JOB DUTIES

19. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public administration, finance, business administration, insurance, risk management or a closely related field; AND, six (6) years of experience in business insurance, risk management, occupational safety and health, or loss control; including at least two (2) years of supervisory experience. Must pass job related tests.

PREFERRED REQUIREMENTS

Preference may be given to an ARM (Association of Risk Managers) Certification and/or a related Master's degree.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- risk management principles, loss control and occupational safety and health guidelines and principles
- Washington State Industrial Insurance laws
- self-insured workers compensation program
- property and casualty insurance, insurance requirements and coverage options in a governmental agency

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COUNTY RISK MANAGER

Spec No. 2260

KNOWLEDGE AND ABILITIES (Continued)

- risk management principles, practices, systems and trends
- claims management principles, concepts, and tracking systems
- organizational development strategies
- public records requirements, laws and regulations
- statistical analysis
- contract construction, contract law and negotiation
- negotiation skills to settle claims including arbitration and mediation

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- evaluate programs, policies and procedures, analyze operations and take effective action to correct deficiencies and resolve problem
- read, interpret and apply complex laws, rules, regulations and legislation governing risk management operations
- analyze, interpret and communicate complex information related to risk management practices
- establish and maintain effective work relationships with elected officials, department directors/managers, associates, subordinates, and with the general public
- gather, analyze, synthesize and evaluate a variety of data including statistical data
- assess and effectively monitor risk management practices and principles, adjust for efficiency and effectiveness, present appropriate and strategic alternative courses of action
- analyze insurance trends and provide recommendations for alternative risk financing
- communicate clearly and effectively, both orally and in writing
- demonstrate strong customer service ethic
- be an effective team leader and member
- demonstrate strong personal computer skills in the areas of spreadsheets, word processing, databases and graphics

SUPERVISION

The employee reports to the Finance Director.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout Snohomish County. The employee may be required to work evenings, weekends, and holidays as necessary.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2004 as Risk Management Loss Control Manager

Revised: December 2006, November 2012, August 2018

EEO Category: 2 – Professionals

Pay Grade: 112 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous