

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **RISK MANAGEMENT SPECIALIST - LEAD**

Spec No. 2302

#### **BASIC FUNCTION**

Coordinate county's property/liability insurance program; coordinate county's workers compensation and return-to-work program in accordance with Washington Industrial Insurance Laws, HIPPA, FMLA and ADA.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Coordinates property/liability insurance renewals with county departments and insurance brokers.
2. Reviews insurance provisions, as requested by county departments; reviews established insurance requirements for county contracts and permits; provides basic insurance information to Departments regarding types of coverage and limits.
3. In conjunction with the Loss Control Manager, meets with insurance brokers and/or third party administrators regarding county's risk management program.
4. Serves as lead to other Risk Management Specialists within the department.
5. Gathers and provides data to risk management staff, as requested.
6. Coordinates insurance company audits and surveys of county records and facilities; may accompany insurance company inspectors on inspection trips of county facilities and work sites as required.
7. Maintains records and files of all insurance coverage and prepares reports as necessary.
8. Coordinates and processes worker compensation claims, assists employees in the preparation of required documentation as necessary; maintains and updates OSHA 200 log (i.e., injury report log).
9. Develops injured worker's light/modified duty job descriptions;
10. Coordinates the county's return-to-work program including monitoring and implementing light duty assignments for injured workers.
11. Regularly interacts with county's third party claims administrator, vocational counselors, injured workers, supervisors and medical professionals.
12. Maintains confidential medical information.
13. Maintains confidential risk management records and reports.
14. May conduct work-site job analysis.
15. Develops, maintains and updates database; composes and formats letters, memos, forms, charts and graphs utilizing spreadsheets and/or word processing tools.
16. Responds to all division Public Disclosure requests.

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#### **STATEMENT OF OTHER DUTIES**

17. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

Two (2) years post secondary education AND four (4) years experience working in either insurance administration and Industrial Insurance; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must know or be knowledgeable about the Washington Industrial Insurance Laws, HIPPA, ADA, FMLA and the county's workers compensation program. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

A valid Washington state driver's license is required.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Washington State Industrial Insurance laws, HIPPA, ADA, FMLA requirements, rules and regulations;
- basic principles and practices of public sector risk management including insurance and loss control procedures;
- insurance requirements for contracts and agreements;
- insurance coverages and insurance policy forms;
- claims and data analysis
- problem solving skills and techniques;
- organizational dynamics.

Ability to:

- understand and apply problem solving skills and techniques when necessary;
- read and interpret state industrial insurance laws, HIPPA, ADA, FMLA rules and regulations;
- read, interpret and evaluate complex written risk management materials including insurance policies, rules, regulations, reference materials and technical reports;
- prepare necessary risk management reports and other written materials;
- maintain confidential medical information on injured employees;
- maintain confidential risk management records and reports;
- prepare, analyze and present data to county departments and insurance brokers;
- establish and maintain effective work relationships with staff, superiors, peers and the general public;
- effectively function as a member of a team.
- prepare clear and concise written reports;
- plan and organize the work and work independently;
- work under pressure and meet deadlines;
- communicate effectively, both orally and in writing;

#### **SUPERVISION**

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The employee receives general direction from the Loss Control Manager. Work is evaluated and reviewed through regular meetings, status reports and measurable results. The employee is held accountable for the attainment of measurable program goals and objectives.

#### **WORKING CONDITIONS**

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

Class Established: October 2006

EEO Category:

Pay Grade: 241