

SNOHOMISH COUNTY JOB DESCRIPTION

RISK MANAGEMENT SPECIALIST – W/C LEAD

Spec No. 2302

BASIC FUNCTION

Coordinates the County's Workers' Compensation Program in accordance with Washington State Industrial Insurance Laws, HIPAA, FMLA, ADA, EEOC, and other applicable State and Federal regulations. Minimize the county's loss through effective claims management and a comprehensive Return-to-Work Program.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates the County's Workers' Compensation program, ensuring that claims are adjudicated according to the State Department of Labor and Industries (L&I) guidelines; monitors claim management by the county's third party claims administrator; analyzes claim data; consults with and advises third-party claims adjustor.
2. Coordinates the County's Return-to-Work program; recommends and implements light duty job assignments for injured workers; monitors for successful return to work in job of injury.
3. Develops injured worker's light/modified duty job descriptions. Regularly interacts with physicians and medical staff regarding light duty job offers and employees physical capabilities.
4. Develops and conducts workers' compensation and return-to-work training for department directors, managers, supervisors and employees.
5. Analyzes and compiles claim-related information; consults with and makes recommendations to the County's Risk Manager regarding all aspects of claims management and the Workers' Compensation program, policies and procedures.
6. Primary contact for the county during Department of Labor and Industries' Self-Insured audits of the County's Workers' Compensation program. Coordinates and compiles information for audits.
7. Provides detailed information and input to Human Resources in the re-assignment process and regularly meets with employment and workers' compensation attorneys.
8. Coordinates the development and implementation of pre-employment functional tests for county departments, ensuring the county and the third party testing "agent" is in compliance with Title VI and Title VII, Federal Uniform Guidelines to Pre-Employment Testing. Coordinates all aspects of procurement and completion of final test specifications. Performs regular follow up to ensure current relevancy.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Coordinates the procurement of Job Analysis' (JA's) as needed for documentation of the physical abilities required for specific job descriptions. Contracts with Vocational Consultants for on-site job review and analysis to develop relevant JA's.
10. Maintains and updates the county's OSHA 300 log, OSHA 300(A) and annual Bureau of Labor Statistics Injury Reporting as required by law.
11. Regularly consults with and advises vocational counselors, supervisors/managers and directors regarding workers' compensation and employment issues.
12. Maintains confidential medical information, confidential risk management records and reports, and confidential personnel information.
13. Analyzes data for departmental reports and provides detailed information and statistics to the county's insurance brokers for the yearly actuarial report.
14. Analyzes data and statistics and provides summary data to department directors/managers as needed, including the county's Safety Office.
15. Works and consults with the county's deputized workers' compensation attorney(s) to coordinate complicated claims.

STATEMENT OF OTHER JOB DUTIES

1. Designated Public Records Specialist for the Risk Management Division of Finance.
2. Monitors Risk Management Budget throughout the year and provides information and recommendations to the division manager.
3. In conjunction with the County Risk Manager, meets with the insurance brokers and/or third party administrators regarding the County's Risk Management program, and Workers' Compensation program.
4. Serves as Lead to other Risk Management Specialists within the department.
5. Maintains records and files of insurance coverage and prepares reports as necessary.
6. Participates in the RFQ, RFP process when related to duties.

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STATEMENT OF OTHER JOB DUTIES (Continued)

7. Monitors the county's Employment Security claims and expenditures, making recommendations as needed.
8. Coordinates and completes application(s) for renewals of the county's property/liability and workers' compensation excess insurance with county departments and insurance brokers.
9. May present information as requested at court proceedings at the Board of Industrial Insurance Appeals.
10. Performs related duties as assigned by the County Risk Manager.
11. Regularly interacts with county's third party claims administrator, vocational counselors, injured workers, supervisors and medical professionals.

MINIMUM QUALIFICATIONS

Four (4) 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 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, contracts and insurance policy forms;
- claims and data analysis;
- problem solving skills and techniques;
- organizational dynamics;
- basic principles and practices of human resource management and union contract language. Computer programs and technology;
- department operations, procedures and analysis as related to workers' compensation.

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- work independently with minimal supervision; plan and manage complex projects;
- analyze problems and prepare alternative strategies for solutions; assess the relative advantages and disadvantages of alternative course of action understand and apply problem solving skills and techniques when necessary;
- read and interpret state industrial insurance laws, HIPAA, ADA, FMLA, Title VI and Title VII laws, 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 for injured workers, as well as risk management claims of property/liability damages filed against the county;
- maintain confidential risk management records and reports;
- prepare, analyze and present data to county departments and insurance brokers;
- establish and maintain effective working relationships with elected officials, department heads, directors, superiors, peers and the general public. Ability to gain cooperation of people;
- 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, meet deadlines and cope with interruptions;
- communicate effectively, both orally and in writing;
- provides effective and professional customer service to injured workers and provides guidance.

SUPERVISION

The employee receives general direction from the County Risk Manager. The work is performed with considerable independence and is reviewed through regular meetings, status reports and measurable results.

The employee is held accountable for the attainment of measurable program goals and objectives.

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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 as Risk Management Specialist Lead
Retitled and Revised: March 2013, Worker's Compensation Coordinator
Retitled and Revised: March 2014
EEO Category: 5 – ParaProfessional
Pay Grade: 241 Classified Pay Plan
Workers Comp: 5306 Non-Hazardous