



Montana Association of Counties

Property & Casualty Trust

MODEL JOB DESCRIPTION

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Safety Coordinator / Risk Manager	FLSA Status:	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt
Department:	Risk/Safety Mgmt	Reports to:	County Commissioners	

Work Unit Overview: The Risk and Safety Management Department is responsible for the administration and maintenance of the County's liability insurance, provides safety and loss control services, ensures regulatory compliance, and handles workers' compensation. The mission of the Department is to protect employees, the general public, and the County's physical and financial assets by reducing and controlling risk in the most cost-effective and efficient manner.

Job Summary: The Safety Coordinator/Risk Manager supervises and manages safety and risk management operations and functions for the County according to departmental policies and applicable rules and laws to promote safe workplaces. Duties include administering and maintaining the County's liability insurance; providing safety and loss control services; ensuring regulatory compliance by inspecting, investigating safety, and environmental conditions; and managing worker's compensation. Duties also include analyzing, developing, and recommending new and improved risk management initiatives, procedures, and programs to promote awareness of workplace health and safety throughout the County.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plan, coordinate, and manage the operations of the Risk/Safety Management Department including loss control efforts; the liability insurance program; regulatory functions; workers compensation and the other roles the department serves with efficiency and in accordance with rules and laws.



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- Manage and oversee human resources administration to ensure qualified staffing for operations in compliance with employment regulations and laws. This includes hiring, performance management and appraisal, training, overseeing any department managers, supervisors and staff, terminating employment, and conducting disciplinary and grievance hearings. Assign work schedules and direct staff by determining the location, time, equipment, and personnel necessary to complete Risk/Safety Management assigned task and projects.
- Identify and analyze loss exposures; develop and evaluate methods used to minimize and mitigate liability to county assets; and make administrative recommendations to the Finance Director, Executive Office, Departmental Directors, and County Commissioners regarding mitigation principles and practices. Provide claim expenditure and budget analysis information.
- Survey the County's facilities, programs, and operations to determine hazards, liability, and evaluate insurable risks. Develop procedures to assure that contracts, leases, and purchase documents are reviewed for proper hold harmless clauses, insurance provisions, and other exposures that could cause loss or exposure to loss in accordance with risk management principles and applicable laws.
- Conduct formalized inspections of job sites, building facilities, equipment and vehicles, and other assigned areas for compliance with safety laws, rules, regulations, and industry-related standards. Make recommendations to correct unsafe conditions.
- Develop and maintain a claims administration program for prompt notification of all losses. Handle losses that occur and the substitution of one claim for another where applicable according to departmental goals and applicable laws. Evaluate loss control techniques for effectiveness, cost, and evaluate safety programs, fire prevention systems, and fire protection programs to ensure maximum effectiveness.
- Oversee, direct, and perform safety investigations, accident prevention, and safety programs for the County. Direct staff responsible for adjusting and investigating insurance claims. This includes coordinating with County Legal Counsel on legal aspects of potential liability and on claims litigation; maintaining liaison with County departments and providing consultation on risk management problems.
- Manage liability insurance including reviewing claims and losses, establishing policies, and training to minimize further losses or accidents. Establish policies and procedures related to this and other programs under the auspices of the Risk/Safety Management Department. May also direct the administration of health



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and employee benefit programs depending upon the size of the county and whether or not other personnel are allocated to manage those programs.

- Research and compare costs, coverage, and benefits for the County's liability and property insurance coverage. Recommend insurance carriers to provide the greatest coverage at the best price. This involves meeting with agents and brokers, providing loss data, asset listings, coordinating departmental input, and completing applications for coverage. Analyze current insurance developments/trends and their significance to the County and review current insurance legislation. May employ consultants to obtain special information and advice.
- Prepare the budget for the Risk/Safety Management Department, manage the budget to ensure that expenditures are properly controlled in order to conform to approved funding levels, and maintain proper accounting procedures and records administration for all budget-related matters. Provide risk management financial reports and disperse information to appropriate departments and elected officials managing the County.
- Coordinate and oversee data and records management functions to ensure accessibility, security, and accuracy of essential program data (e.g., fiscal reports, agency payroll information, asset and inventory data, etc.). This includes working with management and information technology staff to develop and establish procedures for data collection and transfer, monitor data management systems to ensure effectiveness, oversee quality control reviews of data, and ensure compliance with records retention and disposal requirements.
- Represent the County at professional gatherings, public meetings, or legislative hearings. Act as the Americans with Disabilities Act (ADA) and The Health Insurance Portability and Accountability Act (HIPAA) compliance officer.

Non-Essential Functions:

- Perform other duties as assigned including but not limited to conducting training sessions for supervisors and employees, community outreach programs, managing special projects, attending meetings and conferences, providing backup for other staff, and participating in training, etc.
- Attend conferences, workshops, and training to gather information and receive instruction on new trends in safety/risk management and to coordinate efforts with external partners.



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Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- The job involves sitting for extended periods of time, walking, bending, stooping, and lifting books and files.
- Work may include extended periods of time viewing a computer monitor and operating a keyboard.
- Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, and step on and off machinery, etc.
- Must occasionally lift up to 15 pounds.
- Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc.
- Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.* This position will supervise any staff allocated to the Risk/Safety Management Department.

Knowledge, Skills, and Abilities:

The job requires knowledge of principles and practices of risk management and asset protection programs relating to general and financial liability protection; financial and legal requirements for developing, implementing and administering insurance plans; law of contracts relating to risk management and asset protection programs; insurance companies' policies and procedures regarding claims and reserves; employee benefit administration and financing; principles and techniques of management, including program planning, implementation, and administration; budgetary practices and controls; training and supervision of allocated staff; communication skills and techniques for data collection and the preparation of written or oral reports; accounting and auditing principles and procedures; statistical and financial analysis; bid preparation, solicitation and evaluation.

The job requires skill in evaluating programs, policies and procedures; analyzing, interpreting, and communicating complex information related to risk management practices; and establishing effective working relationships with staff, elected officials, directors/managers, and the general public.



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The job requires the ability to analyze insurance policy provisions to determine the existence and extent of liability; analyze, classify, and rate risks, exposure and loss expectancies; examine and interpret financial statements of applicant companies to determine solvency; make presentations before legal and quasi-legal agencies; collect, interpret, and evaluate data and evaluate abstract and concrete variables; use principles of inductive and deductive reasoning to validate conclusions and define and select alternatives; rationalize and project the consequences of decisions and/or recommendations; formulate policies and plan, coordinate, and initiate actions necessary to implement decisions; interact with personnel at all organizational levels and on occasion function in stressful situations requiring persuading and negotiating; act as a liaison to advise and/or resolve differences between departments, the County and/or outside agencies; initiate, plan, and complete work assignments with a minimum of direction and control and supervise a risk management team so that objectives, procedures and policies are accomplished in an efficient and economical way.

Education and Experience:

The job requires education and experience equivalent to a bachelor's degree in public administration, finance, business administration, economics or a closely related field and two (2) years in loss control, safety management, insurance administration, or a related field. Equivalencies include an associate's degree with coursework in public administration, business administration, accounting, economics, law, safety, industrial engineering, risk management, and/or other related courses and four (4) years of related experience.