



Montana Association of Counties

Serving Montana Counties Since 1909

2715 SKYWAY DRIVE, SUITE A, HELENA, MT 59602

(406) 449-4360 Fax (406) 442-5238

www.mtcounties.org

POSITION DESCRIPTION

MACo PCT/WCT Sr. Public Safety Loss Control Specialist

POSITION TITLE	Sr. Public Safety Loss Control Specialist
DEPARTMENT/DIVISION	MACo Property & Casualty Trust (PCT)/Workers' Compensation Trust (WCT) Loss Control
FTE STATUS	Full Time Contract Position – 3-year contract
FLSA DESIGNATION	Exempt
REPORTS TO	MACo PCT/WCT Loss Control Administrator
SUPERVISION EXERCISED	N/A

POSITION SUMMARY

The primary focus of this position is to develop and administer the loss prevention program for member law enforcement agencies in the MACo Property and Casualty Trust (PCT) and the MACo Workers Compensation Trust (WCT). The position will coordinate internal and external program resources, including working with the Montana Sheriff's and Peace Officers Association and other agencies serving the Montana law enforcement community. Evaluates the effectiveness of the PCT and WCT loss prevention programs for law enforcement. Recommends risk management responses to emerging law enforcement trends. Position must show demonstrable results within three (3) year contract term.

This position may also review and evaluate other potential loss exposures for the PCT and the WCT members. This position has extensive contacts with MACo members, local government employees, governing boards, and the public.

Working with the MACo PCT/WCT Loss Control Administrator, the Claims Administrator, the PCT and WCT Trust Administrator, and the Trust Operations Director to meet the strategic goals of the PCT and WCT as outlined in their Strategic Plans.

ESSENTIAL FUNCTIONS

These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

- Review and investigate law enforcement claims and consult with claims and legal staff regarding these claims.
- Develop and present courses on various law enforcement topics designed to reduce claims.
- Coordinate the development of model law enforcement policies and procedures for consideration by Trust participants.
- Conduct on-site law enforcement assessments and coordinate peer review assessments of county detention centers throughout the state.
- Collaborate with other law enforcement training agencies to provide loss control programs not otherwise offered by the PCT and WCT.
- Plan regional meetings on law enforcement issues.
- Make presentations and/or attend state-wide law enforcement meetings on behalf of the PCT and WCT.
- Research claims data and other information to reduce existing and potential liability.
- Develop and implement appropriate solutions for long term risk and liability reductions specifically targeting law enforcement and jail operations.

- Write articles on law enforcement topics for MACo publications.
- Market programs and services offered by the Loss Control Services Department.
- Perform other duties as directed in a manner which supports the overall mission of the organization.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Ability to learn federal, state and local laws relating to risk management and insurance programs;
- Extensive knowledge of law enforcement policies, procedures and operations;
- Ability to maintain confidentiality of sensitive documents and information that may be viewed and/or encountered in the normal course of work;
- Ability to establish and maintain effective working relationships with employees, department heads, county sheriffs, elected officials, and the public;
- Ability to use good judgment and discretion when providing information and dealing with members, agents, staff, law enforcement, and the public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language to conduct training to a variety of individuals;
- Ability to handle stressful situations in a way that is beneficial to the Association and its members;
- Ability to effectively neutralize situations in which an individual may be displeased and reacting in a negative, confrontational, or potentially hostile manner;
- Ability to understand and follow oral and/or written instructions, policies, and procedures;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate general office equipment, including a computer, using standard or customized applications, to perform assigned tasks;
- Ability to apply ingenuity and inventiveness, and to use logical and creative thought processes, to develop solutions to complex problems in the performance of assigned tasks;
- Ability and willingness to learn quickly and put new skills and knowledge brought about by rapidly changing information and/or technology to use.

REQUIRED EDUCATION & EXPERIENCE

- Bachelor's Degree preferred and/or at least 5 years' experience in law enforcement, investigation and/or training.
- Experience in the management or oversight of county operated detention facilities.
- Demonstrate competency using Word, Excel and PowerPoint software.

REQUIRED SPECIAL QUALIFICATIONS

- A Valid Montana driver's license;
- Ability to be insured and/or bonded, as required.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

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

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Extensive travel (over 500 miles per month) is required a minimum of fifty (50%) percent of the time to attend meetings, training, and conferences. This requires frequent and long periods of driving and/or sitting.

- The employee is constantly required to use hands to operate a computer and keyboard, and other general office equipment.
- The employee is required to possess sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, related office equipment, and photography and other field equipment;
- The employee may be required to remain seated for extended periods of time, with occasional walking, standing, or bending.
- The employee is constantly required to communicate in writing, in person, and over the phone.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.
- The employee is required to possess sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- The employee is required to have sufficient personal mobility, manual dexterity and physical reflexes, with or without reasonable accommodation, which permits the employee to access the general office environment and to operate a motor vehicle.
- The employee is infrequently required to lift and/or move up to 50 pounds.
- Employee may be required to perform safety and fire hazard inspections which involve climbing and/or the use of ladders.
- During the course of work, employee may be exposed to extreme weather, loud noises and/or high temperatures, hazardous chemicals, noxious substances, pesticides and/or harsh or caustic materials, cleaning agents, or elements that may cause minor burns or injuries.
- Employee may be required to walk over uneven terrain.
- Employee may occasionally operate power tools and/or equipment.

FLSA DESIGNATION STATEMENT

This position is exempt as it meets the duties tests to be considered an exempt Administrative Employee under the Fair Labor Standards Act.

This position 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 catalogue each individual duty; MACo employees are routinely called upon to address emerging member requirements in alignment with individual work units and assignments of positions. 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.