



Montana Association of Counties

Serving Montana Counties Since 1909

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www.mtcounties.org

POSITION DESCRIPTION

MACo PCT/WCT Loss Control Specialist

POSITION TITLE	Loss Control Specialist
DEPARTMENT/DIVISION	MACo Property & Casualty Trust (PCT)/Workers' Compensation Trust (WCT) Loss Control
FTE STATUS	Full Time Permanent
FLSA DESIGNATION	Exempt
REPORTS TO	MACo Trust Operations Director
SUPERVISION EXERCISED	N/A

POSITION SUMMARY

This position reviews and evaluates property and liability and workers compensation exposures and administers training and loss control programs to mitigate and reduce those exposures for member counties and eligible insureds. This position has extensive contacts with MACo Property & Casualty Trust (MACo PCT) and MACo Workers' Compensation Trust members, local government employees, and the public.

ESSENTIAL FUNCTIONS

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

- Analyze and classify property and liability and workers compensation risks as to frequency and potential severity;
- Select appropriate techniques and implement programs and policies to minimize loss, such as avoidance, loss prevention and reduction, retention, and grouping of exposure;
- Plan and coordinate the development of loss control policies and training with members and eligible insureds;
- Work in conjunction with the claims department and other staff in providing operations and risk reports for management analysis;
- Develop and provide loss control policies and procedures manuals and other publications for members and eligible insureds in coordination with the MACo General Counsel, the PCT and WCT Claims Department and other members of the Loss Control Department.
- Actively participate on boards and committees as assigned;
- Conduct visits to members and insureds to assess risk, especially in high claims areas and exposure fields such as roads, property evaluations, and defensive driving; and establishes and implements action plans with the insured to mitigate the high loss exposures.
- Train members on mitigating risk via webinars and in-person classroom sessions.
- Perform other directly related duties consistent with the role and function of the classification.

PREFERRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of public entity pooling and the best practices associated with the implementation of loss control/risk management programs;
- 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;

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of principles and techniques of risk management and asset protections relating to general and financial liability protections for public entities;
- Knowledge of risk management and asset protection programs, including insurance policies and procedures regarding claims and reserves;
- Knowledge of federal, state and local laws relating to risk management and insurance programs;
- Knowledge of public entity pooling and the best practices associated with the implementation of loss control/risk management programs;
- 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, elected officials, and the public;
- Ability to use good judgment and discretion when providing information and dealing with members, agents, staff, and the public;
- 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

- Graduation from an accredited college or university with a Bachelor's degree in a related field; and
- Three or more years of related experience, preferably in a comparable risk management position; or
- Any equivalent combination of education, experience, and training which provides the knowledge, skills and abilities necessary to perform the required essential functions of the position.

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 position.

- Extensive travel (over 1,000 miles per month) is required a minimum of sixty to eighty (60-80%) 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 employee under the Fair Labor Standards Act:

- The employee customarily and regularly exercises discretion and independent judgment, as distinguished from using skills and following procedures, and has the authority to make important decisions; and
- Performs work under general supervision along specialized or technical lines requiring special training, experience or knowledge.

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. 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.