

SENIOR RISK MANAGEMENT ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Director of Risk Management, an incumbent of this class is responsible for a full range of loss control and safety inspection analyses of all County operational functions and locations to determine the financial impact of County-wide risk factors. Responsibilities involve assisting in the day to day management of the Office and acting for and on behalf the Director in his/her absence. Extensive field work and extended hours during risk management high-priority operations or catastrophic events is required. Work also involves developing and maintaining substantive relationships with department heads and/or their designated staff in all County departments to keep informed of departmental issues that may impact Risk Management activities. Supervision is exercised over a small number of professional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Determines casual risks of loss to which the county's assets are exposed and attempts to eliminate or minimize such risks in a coordinated effort with all County departments;

Recommends policies and procedures with a view towards reducing insurance costs and losses;

Regularly reviews all insured and uninsured losses sustained by the County;

Conducts detailed evaluations and analysis of risk factors using frequency and severity probabilities, and an evaluation of the self-insurance fund;

Assists in developing and implementing overall County policies and procedures for accurate incident reporting, claims monitoring, and legal defense for all County incidents, accidents and claims;

Reviews all major County leases and contracts prior to signature and in coordination with Law Department staff;

Develops risk management and insurance standards for all County contracts;

Participates in the administration of the County's self-insurance programs and 6-N Fund, including reserves established for funding self-insured losses and/or self insured retention's and deductibles;

Reviews with the Deputy Budget Director and Deputy County Attorney all major third-party liability claims;

Administers the processing of all losses and claims, both insured and self insured, under the risk management program;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops general safety policies as solutions to actual and potential risk management problems as identified through the annual budget, audit reports;

Establishes and maintains working relationships with consultants, insurance brokers, carriers, agents, actuaries and auditors regarding County risk management issues;

Participates in the evaluation of developments in the insurance field, including but not limited to insurance and reciprocals with applications suitable to the WCMC risk management program;

Oversees the general administration of the Risk Management Department and acts as Director of Risk Management as needed;

Performs related administrative tasks to insure the smooth and effective operation of the Office of Risk Management;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the various insurance fields including automobile, personal and property liability, health, fire, etc.; good knowledge of account keeping principles and practices; good knowledge of business English and math; working knowledge of insurance underwriting terminology, practices and procedures; ability to administer large and varied insurance policies; ability to supervise the work of subordinate staff; ability to communicate both orally and in writing; ability to read and interpret insurance policies and laws relating to municipal insurance; ability to deal effectively with people; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* which included course work specializing in insurance and five years of experience in general, property, casualty and liability insurance or loss prevention work, one year of which must have involved municipal risk management in an administrative or managerial capacity.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Business Administration, Public Administration or a closely related field may be substituted on a year for year basis for up to two years of the above experience. There is no substitution for the specialized experience.

SPECIAL NOTE: Possession of a valid license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: E0537
Job Group: XIV