

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: RISK MANAGEMENT OFFICER **GRADE:** 25

TITLE ABBREVIATION: RISK MGT OFFICER **TITLE NO.:** 6563

JURIS.CL: NC **SALARY CODE:** 03 **UNIT:** M **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: DIVISION OF RISK MANAGEMENT

NATURE OF THE WORK: This position involves the development and management of comprehensive insurance programs for Orange County. This position has responsibility for reviewing all County operations, programs and facilities to identify, analyze, evaluate and correct hazardous conditions that would cause financial loss to the County.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the non-competitive jurisdictional classification of the classified service. The work is performed according to general policies established by the County Legislature and the County Executive with wide latitude allowed for the exercise of independent judgement in relation to the formulation, implementation and monitoring of procedural policies as they relate to insurance, safety, programs, employee benefits as well as claims, notices of claims and settling of losses. Work is performed under the general administrative oversight of the County Executive. Supervision is exercised over support staff.

TYPICAL DUTIES AND TASKS:

Develops and manages a system of self and fully insured programs to meet the needs of Orange County Government and its employees:

- Administers and manages employee and retiree benefit programs including health, dental, vision and Section 125 programs;
- Administers underwriting function of self-insurance programs;
- Administers and manages a self insured Workers' Compensation program for Orange County employees and municipalities within the self insured fund;
- Reviews and approves all insurance limits, monitors insurance trends and revises coverage as needed;

- Hires and oversees third party administrators for self insured dental and vision programs;
- Hires and oversees third party claims administrators and settles small claims against Orange County;
- Organizes and directs the annual option transfer program, COBRA program, Medicare reimbursement and HIPPA portability provisions;
- Processes claims for and against the County including property, casualty, general liability, auto liability, physical damage, boiler and machinery, disability, and worker's compensation;
- Reviews all County contracts for compliance with insurance requirements;
- Prepares the annual budget.

Administers and manages the safety and loss control program for Orange County government:

- Develops and implements safety policies and procedures for the protection of health and welfare of employees and public;
- Ensures compliance with federal, state and local safety and code regulations;
- Ensures effective fire protection practices for county-owned property;
- Inspects work areas to identify hazardous conditions and ensure compliance with OSHA and PESH regulations;
- Identifies conditions and problems that may pose liability issues for the County and recommends corrective or preventive measures;
- Conducts safety education and training programs for employees;
- Develops and implements emergency action plan and conducts emergency drills;
- Provides for systematic investigation and resolution of hazardous conditions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of the insurance industry; thorough knowledge of federal, state and local laws and regulations pertaining to health, vision and dental benefits administration; thorough knowledge of Orange County benefit plans; thorough knowledge of statutory and regulatory requirements relating to occupational health and safety and state uniform fire safety code; thorough knowledge of liability insurance and the principles of risk management; ability to keep abreast of developments in the insurance industry; ability to plan and coordinate complex projects; ability to analyze and present statistical data; ability to establish effective working relationships; ability to communicate effectively, both orally and in writing; ability to plan and supervise the work of others; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree and two (2) years of experience with a public or private agency involving insurance claims, claims adjustments, or safety loss prevention programs; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and four (4) years of experience as noted in (A) above.

REVISED: 3/20/19 AT