

RISK ADMINISTRATIVE LIABILITY COORDINATOR

MAJOR FUNCTION

This is professional and technical work in the management, development, and coordination of the County's risk management program. Work involves coordinating liability and safety programs, responding to incidents and identifying risks. Responsible for financial coordination and implementation of loss control programs.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Responsible for maintaining the filing of all employer insurance payments, first party claims files, safe hour reports, and all accident/injury reports and provides necessary paperwork to Third Party Administrator to comply with state filing requirements
- Maintains first party property damage claim files and data and routes recoverable cases to the Third Party Administrator for subrogation.
- Coordinates all liability claims for appropriate investigation and follows through with recommendations to reduce future risk potential.
- Creates and maintains Workers' Compensation, Property/Casualty and Vehicle Insurance schedules.
- Prepares statistical reports and maintains program performance measures.
- Responsible for the investigation and review of incidents involving County employees. Compiles reports on incidents and recommends corrective or preventative action.
- Required to be on call after hours to conduct investigations.
- Conducts various training programs for employees and supervisors in the area of occupational safety and health topics and specific work safety for areas of high risk or large losses/accidents.
- Conducts annual inspections of all facilities.
- Develops procedures to maintain property schedule for insurance purposes and coordinates with departments to ensure up to date information is obtained.
- Responsible for establishing and maintaining official documents and records in appropriate files.
- Assists with various projects as required by the Risk Manager.

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- Processes and inputs liability claims into a claims log, sets up claim files, records information into database.
- Composes routine correspondence independently. Design and maintain a variety of detailed files and records pertaining to risk management programs and insurance claims.
- Prepares reports and correspondence requested by the department manager where information must be obtained from a variety of sources, as well as makes recommendations affecting aspects of office policy.
- Designs, formats and prepares management and administrative information reports.
- Assists with recommendations for future equipment purchases and ongoing system-related supply needs. Assists with annual budget preparation.
- Frequently processes correspondence of a sensitive or confidential nature.
- Oversees proper maintenance of control files of matters in progress and follows up to ensure that actions are completed.

SECONDARY FUNCTIONS

- Performs additional assignments as directed.

CUSTOMER SERVICE

This is a front line position for providing excellent customer service to members of the general public and other County employees. Personal contact with other employees of the unit, other departments within the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position does not have supervisory responsibilities.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

Bachelor Degree in Business Administration, Public Administration, Risk Management or related field; three years of progressively responsible risk management experience; or an equivalent combination of education and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses.

Valid Florida Drivers License

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Certifications:

Insurance Institute of America's Associate Risk Manager's (ARM) designation is preferred.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages and volume.
- Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio, and percent and ability to draw bar graphs, percentages, area, circumference and volume.

Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interprets complex and detailed technical data.
- Participates in development of policy, program, plans, or procedures.
- Study manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Knowledge of principles and practices of risk management for governmental entities.
- Knowledge and understanding of applicable OSHA and State regulations in regards to safety programs/requirements.
- Knowledge of federal, state and county laws, codes and regulations dealing with safety

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practices and protective systems.

- Knowledge of hazardous material compliance, emergency response and mitigation practices.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption; strong organization skills and ability to prioritize to meet established deadlines.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to research data and compile statistical information.
- Ability to work independently and to carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and to make reports requiring accuracy.
- Ability to remain calm in stressful situations.
- Ability to work with other staff and peers to accomplish tasks and overall goals and objectives of the team by cooperating with others, offering to help others when needed, and considering larger organization/team goals rather than individual concerns.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to operate a computer, telephone, and general office equipment, as well as operate a vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell; will regularly be required to stand, walk, and to lift up to twenty pounds; and will frequently be required to sit, use hands to finger, handle, or feel, or smell. Vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to wet or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, vibrations; will occasionally be exposed to outdoor weather conditions and risk of electrical shock. The typical noise level is moderate.

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