



RISK MANAGEMENT DIRECTOR

118

DEPARTMENT: Financial and Management Services

NATURE OF WORK:

Investigates and studies risks to which the County may be exposed; determines potential sources of losses and methods of avoiding or mitigating their effects; works with departments to insure proper controls are in place. Formulates and coordinates safety and insurance functions within the County.

ESSENTIAL FUNCTIONS OF THE JOB:

Risk Management

Establishes risk management policies and procedures; establishes reasonable limits of insurance coverage.

Assesses risks and makes recommendations to minimize including evaluating real estate purchases, reviewing and inventorying properties, evaluating special events against liability coverages, and departmental programs.

Educates managers to evaluate operations for potential risks.

Manage County's Insurance Coverage

Manages the County's Workers' Compensation, automobile, and general liability and property coverage; reviews adequacy of insurance coverage for protection of assets and for liability exposures; recommends and purchases coverage; reviews and analyzes need for any special insurance coverage.

Serves as insurance plan administrator, acts as liaison between County and vendors, employees, volunteers, citizens, and the public.

Establishes insurance policies and procedures including establishing Worker's Compensation Panel of Physicians.

Ensures claims are filed and handled appropriately; follows up with injured employees, auto, and property damage repair and subrogation flow; reviews loss runs, and makes corrections.

Reviews reports and works with insurance carrier to analyze trends and ensure encumbered monies are justified.

Develop and Communicate Management Information

Collects, reviews, and reports County accident statistics, trends, and insurance rates; analyzes statistics and makes recommendations for improvement.

Ensure OSHA Compliance and Safety

Serves as County's Safety Coordinator; manages central safety programs such as Workplace Violence Preventions and Emergency Action Plan efforts.

Reviews reports of accidents and recommends corrective action to prevent accidents in the future; follows up to ensure corrective action is taken.

Interprets Federal (OSHA) and State (VOSHA) regulations; keeps management informed of new/changed regulations; assesses the County's compliance with OSHA/VOSHA standards; assists the County in coming into compliance; maintains OSHA record keeping in accordance with regulations; investigates accidents as required.

Responds to employee and management safety concerns; develops safety policy and procedures; conducts hazard assessments of department operations; assists with hazard abatement and avoidance as required.

Assists with development and implementation of training programs, as required; coordinates/conducts centralized safety training programs when advisable.

Wellness Program

Coordinates the County's Wellness Program; develops policy and procedures; assists department in developing and implementing wellness plans; assists with identifying education and resource needs and implementing training and education programs; reports on results and costs of program.

Drug Free Workplace and Physical Exam Programs

Assists with Drug Free Workplace and Physical Exam Programs for County employees; makes recommendations regarding policy and procedures, content, timing, and job classes; assists in selecting vendors; assists with training as required.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Operates personal computer and other office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of risk management principles, practices, and methods.

Considerable knowledge of Federal and State safety standards and regulations.

Considerable knowledge of insurance principles and coverage.

Knowledge of the basic principles and practices of occupational safety.

Knowledge of claims handling practices.

Skill in using Microsoft Office software.

Ability to establish and maintain effective working relationships with other County employees and the public.

Ability to analyze data, graphically display statistics and trends, and prepare written and oral reports.

Ability to research legal requirements and personnel practices of other organizations using the Internet.

Ability to communicate effectively, both orally and in writing.

Ability to make effective presentations to groups of employees.

Ability to facilitate groups or teams.

Ability to work on several projects simultaneously, maintain schedules, and meet deadlines.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business, occupational safety, or related field; considerable insurance, safety, and risk management experience; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer credential check.

Requires a post-offer criminal history and sex offender record check.

Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.

Date: October 2007
RiskMgrDir118_029_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Risk Management Director Position Number: 118
Department: Financial and Management Services Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. **Speaking/Talking:**

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. **Hearing/Listening:**

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. **Reading:** (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓			✓		
Push/Pull									
Hold/Carry				✓			✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
<input checked="" type="checkbox"/> Step stool	<input checked="" type="checkbox"/> 1 flight	<input checked="" type="checkbox"/> 1-2
<input type="checkbox"/> 8' to 10' step ladder	<input type="checkbox"/> 2 flights	<input type="checkbox"/> 2-3
<input type="checkbox"/> Extension ladder	<input type="checkbox"/> 3 or more flights	<input type="checkbox"/> 3-4
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓						✓		
Sit			✓					✓	
Walk		✓						✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

Date: October 2007
 RiskMgrDir118_029_01