

**Walla Walla County
Position Description**

JOB TITLE: Risk Manager

DEPARTMENT: Human Resources/Risk Management

REPORTS TO: Human Resources Director

PAY RANGE: 8; Full Time; FLSA Exempt; Benefits Apply

JOB SUMMARY: Responsible for the development, implementation and administration of sound risk management practices and the county's risk, safety, and loss control programs to eliminate and/or reduce risk of loss caused by exposure to property, liability, and personnel issues. Familiarity with property and liability insurance coverage and claims management are also responsibilities attached to this position. Represents the County as Risk Manager and Claims Administrator as required by the Washington Counties Risk Pool (WCRP) or other insurers.

SUPERVISOR RESPONSIBILITIES: Position has no direct supervisory responsibilities; however, the position serves as a resource, trainer, and consultant to county departments regarding workplace risk and safety.

ESSENTIAL FUNCTIONS:

- Manage the county-wide safety/loss control program within federal, state, and local guidelines to ensure the reduction and prevention of loss-producing conditions or activities which result in personal injury or property damage or loss.
- In coordination with Prosecuting Attorney's Office, assist as contact with outside counsel representing County on Tort Claims, including gathering discovery documents, and participating in mediations and settlement negotiations.
- Establish and develop risk management goals and objectives, select, and evaluate the best techniques for managing loss exposure. Prepare and present information to apprise Elected Officials/Department Heads of trends or circumstances that call for corrective action.
- Administer the Worker's Compensation claims. Will work with the Human Resources Director to create light duty job descriptions and reasonable accommodations for injured workers and job transfers, if necessary.
- Maintain the asset management platform (AMP) in the WCRP program. Make additions/changes to the inventory of buildings, vehicles, equipment, etc. File property claims with WCRP as needed.
- Act as the County Safety Officer; develop training procedures, policies, and directives; oversee compliance with regulations/standards.
- Serve as the contact person for incidents/events for reporting that occur with employees or the public that result in injuries or damages.
- Develop procedures for incident reporting.

- Serve as the Risk Manager for the county and as a designated representative to the Washington Counties Risk Pool (WCRP) Board. Also, serve as the Claims Specialist for WCRP.
- Manage enforcement of applicable laws, rules, and regulations; ensure prompt correction of violations; continually evaluate programs for compliance by inspecting work sites and identifying hazards and recommend provisions for compliance.
- Work closely with Prosecuting Attorney's Office.

EXAMPLE OF DUTIES:

- Develop budget for risk management program area.
- Perform claims investigation and follow-up; submit claim recommendations to BOCC.
- Participate in the annual Loss Control Visit with the Risk Analyst from WCRP.
- Annually inspect the Walla Walla County Fairgrounds prior to the Fair. Attend daily meetings with Fair Manager and Frontier Days Board members during the annual fair.
- Provide oversight of county safety committee. Investigate and follow up on suggestions/concerns of safety committee as needed. Provide analysis of workers compensation claims and employee safety issues for those meetings.
- Investigate incidents and claims and recommend appropriate action to be taken.
- Coordinate, develop, supervise, or conduct, as appropriate, safety training and monitor the implementation of property safety procedures.
- Review contracts to ensure appropriate indemnity and insurance requirements are included.
- Project losses and funding needs for risk management programs and funding levels for risk funds, including evaluating appropriate reserve levels, appropriate cost-allocation program among the different funds and county entities.
- Work in concert with county offices and departments to ensure compliance with federal, state, and local regulations and guidelines.
- May assist the Human Resources Director with investigations and management of FMLA and other State and Federal leave programs.
- Performs other related duties as assigned.

EQUIPMENT TO BE USED: Utilize all general and specialized office equipment including personal computers, printers, phones, faxes, etc. as part of county operations and the various county software necessary for this position; operate personal or county vehicle.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is primarily performed in the office but may occasionally require work to be performed in the field and may require travel in varying weather conditions. Physical abilities required for this position are ones typically related to office operations including but not limited to manual dexterity and visual acuity to operate computers and other office equipment, ability to sit for extended periods of time, accessing filing cabinets both on and off site, and sufficient hearing and speech ability to communicate. Must be able to lift up to twenty (20) pounds. Requires travel three (3) times per year to attend Risk Pool conferences and occasional site visits to county facilities. Employee is frequently required to perform work in confidence and under pressure for deadlines and is required to maintain professional composure and tact, patience, and courtesy at all times.

KNOWLEDGE AND ABILITIES:

- Demonstrated ability to establish and maintain effective working relationships with Elected Officials/Department Heads, staff, and the general public; develop teams working cooperatively with Elected Officials/Department Heads.
- Application and interpretation of federal, state, and local laws, rules, regulations, codes, and ordinances as they relate to areas of assignment such as L&I, OSHA and more.
- Knowledge of Risk Management theories and principles.
- Knowledge of management and supervisory principles and practices.
- Collect, organize, and analyze data and formulate recommendations based upon findings.
- Apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Communicate effectively, both orally and in writing and to make effective presentation of technical, complex, and sensitive information.
- Establish and maintain accurate records of assigned activities and operations.
- Operate a computer and uses data files, spreadsheets, word processing software in order to established and maintain accurate records of assigned activities and operations.
- Ability to maintain the confidentiality of sensitive and confidential information.
- Knowledge of insurance principles and practices.

EDUCATION, EXPERIENCE AND TRAINING: Bachelor's degree in risk management or a related discipline and three (3) years of progressively responsible experience in risk management OR any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge, and abilities required to perform the risk management responsibilities. Experience in evaluating liability, analyzing claims and/or risk management. Demonstrated ability in facilitating/conducting related training programs.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check. Valid driver's license required. First Aid and CPR card desirable, Risk Management Public Entity (RMPE) certification desirable and must meet risk manager certifications required by the Washington Counties Risk Pool within the allotted time.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.