



## RISK MANAGER

**Department:** Finance  
**Job Class #:** 007500  
**Pay Range:** Executive 08

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is a highly responsible administrator in Pierce County who oversees the risk management program for the County. Work includes coordinating and facilitating risk management activities including all matters pertaining to potential and active litigation and investigations to ensure that claims are handled in an efficient and responsible manner. Coordinate and facilitate the County's medical, workers' compensation, and deferred compensation programs.

### **ESSENTIAL FUNCTIONS:**

- Plan, coordinate, and manage the operations of the Risk Management Division of the Finance Department with responsibility to manage the county internal insurance funds, loss control efforts and excess property/liability insurance program.
- Manage, supervise and coordinate activities of the division; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Review and analyze the county's claim and risk management policies and procedures; develop and recommend new and/or improved risk management policies and procedures; coordinate and monitor risk management techniques for efficiency.
- Coordinates and facilitates the County's medical, workers compensation, and deferred compensation programs. Work with the Finance Department and other County leadership as appropriate to analyze options and propose alternatives.
- Identify and analyze risks and make administrative recommendations to the Finance Director and County Executive regarding insurance matters.
- Plan and prepare risk management financial reports dispersed to Executive Office, County Council, Finance Director and department directors.
- Interact with Executive Office, County Council, department leadership, and elected officials to provide county-wide loss analysis and risk management recommendations.
- Oversee projected annual costs and calculated loss ratios for county departments.
- Make periodic inspections and analyze loss exposures on a continuing basis. Monitor all fees and costs relative to all civil claims and lawsuits filed against the County.
- Review all leases, contracts, agreements, and certificates of insurance, making appropriate provisions that comply with legal requirements and protect the assets of the County through risk avoidance or transfer.
- Prepare requests for proposals for the County's insurance broker of record, employee health and related benefits broker of record, and workers compensation claims servicing company, review and analyze all submittals, and make recommendations for award to the County Executive.
- Establish and implement procedures for supervision and adjustment of claims. Maintain complete and current insurance records and loss records on all claims, whether insured or uninsured. Make periodic reports on the current status of insurance, claims, and loss prevention programs.

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- Administer the County's Self-Insurance and Workers' Compensation Fund budgets.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Serve on various committees and boards.
- Act as the County's spokesperson with regard to civil tort litigation.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work involves application of sound management principles, concepts and theories with considerable freedom to exercise independent judgment and initiative required to direct activities. Work is supervised and reviewed through conferences and evaluation of reports by the Finance Director. This position is responsible for direct and indirect supervision of employees in the Finance Department's Risk Management Division, including subordinate supervisors.

#### **WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is performed in an office environment. Work will involve traveling to various County departments. Ability to work after normal County business hours, including weekends, may be required.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are hand and finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, and pushing/pulling associated with the job duties is required. May be required to lift and carry up to 25 lbs

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- The theory and concepts of risk management,
- Insurance laws, programs, and coverage.
- Tort and contract law.
- Procedures used in safety inspections and regulations governing inspections, including OSHA, WISHA, etc.
- Employee benefit programs and applicable federal and state laws.
- State laws relative to the Law Enforcement Officers and Fire Fighters Act (LEOFF I), under RCW 41.26 and WAC 415-04.

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#### **Skill in:**

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

#### **Ability to:**

- Negotiate effectively with directors, officials, and the public in the performance of job duties.
- Plan, coordinate and supervise the activities of support and technical staff involved in department activities.
- Express ideas effectively verbally and in writing.
- Establish and maintain effective working relations as necessitated by work assignments.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Bachelor degree in business, insurance, risk management, safety engineering or related field; and five years of experience at a risk management or insurance entity which includes considerable knowledge of business administration and business law is required, Additional related education and/or experience that clearly demonstrates the ability to perform the essential functions of the position may be substituted, year for year for the minimum requirements. A Master's degree is preferred. Status as an Associate in Risk Management (ARM) or an Associate in Claims (AIC) is desirable, but not a requirement.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position.