



Risk Manager CLASS SPECIFICATION

CLASS SUMMARY:

Under administrative direction, the incumbent is responsible for the planning, implementation and coordination of the County's self-insured Worker's Compensation, Casualty Loss Programs and County Safety program. This single position classification serves as a member of the County's senior management team and is responsible for coordinating and monitoring the liability program which includes vehicle and property programs, medical malpractice and other insurance programs. The incumbent is responsible for identifying areas of exposure to financial loss which could result from County operations; developing and promoting work site wellness programs; arranging for insurance and/or financial reserve programs to cover exposures; recommending and implementing policies regarding claims against the County; consulting with management on loss prevention and safety programs; and developing systems and programs to protect the County against major financial loss. The incumbent is responsible for coordinating leave administration, the interactive process under the American with Disabilities Act (ADA), and the wellness program.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from:

- Director of Human Resources class which has the responsibility for Countywide human resources management, which includes recruitment and selection, classification and pay, employee relations, risk management including liability, worker's compensation, employee benefits services, training and Equal Employment Opportunity (EEO) compliance; serves as the Department Head which has the full and final responsibility and authority for operations, programs and activities.
- Assistant Director of Human Resources class which has the responsibility in the management of staff in one or more of the functional areas of the County's Human Resources Department.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction from the Director of Human Resources or designee.
- Exercises supervision over professional, paraprofessional, and clerical staff.

ESSENTIAL DUTIES: This class specification represents the core areas of responsibilities, specific position assignments will vary depending on the needs of the department.

- Exercises management authority for assigned services and activities of the Risk Management Division and performs managerial responsibilities such as:
 - monitoring purchases and expenditures;

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- providing input to the unit's budget;
 - monitoring goals and objectives of the unit and taking corrective actions as appropriate;
 - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service; and
 - coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
 - establishing standards for acceptable work products and evaluating performance;
 - interviewing applicants and making selections;
 - reviewing, approving and implementing disciplinary actions and terminations;
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained;
 - reviewing and approving timesheets and requests for leave; and
 - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
 - Administers the County's Self-insured Worker's Compensation and Casualty Loss Programs; oversees the processing of Worker's Compensation claims; serves as liaison with the County's contract Worker's Compensation Claims Administrator, stop-loss insurance brokers and carriers, and private and public rehabilitation agencies; represents the County in hearings before the California State Worker's Compensation Appeals Board; consults with counsel on litigated cases; makes recommendations on the settlement of claims; seeks recovery on third party subrogation's; authorizes expenditure of funds from the County's Self-insured Worker's Compensation Trust Fund and the Casualty Trust Fund; prepares comprehensive financial reports related to Worker's Compensation and Casualty Losses for submission to Board of Supervisors.
 - Participates in the development of safety policies and procedures; coordinates departmental safety committee meetings to gather information and provide guidance on safety matters; reviews current literature and new legislation related to safety rules and procedures and determines application to County operations; recommends revision of policies and implementation of new policies and procedures.
 - Coordinates periodic safety and environmental health inspections of employee work areas; ascertains level of compliance with health and safety statutes and regulations; advises appropriate officials of unsafe practices or conditions and recommends corrective action; may accompany or designate a staff member to accompany OSHA inspectors on inspections of County facilities, answers questions, records findings and reports results of inspections to appropriate authorities; prepares OSHA reports results of inspections to appropriate authorities; prepares

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OSHA reports and other reports; maintains safety and accident and casualty loss records, coordinates establishment of departmental safety inspection teams; monitors the departmental inspection team activities; reviews the team's reports.

- Acts as a County representative with governmental agencies and professional organizations, on matters related to assigned responsibility.
- Reviews employee's safety improvement suggestions and seeks implementation when appropriate; administers County personal protective equipment program; reviews requests and authorizes payments.
- Serves as a consultant on safety matters to department heads and the County Administrator's Office; advises on safety aspects of current and proposed procedures, equipment and facilities; develops and/or coordinates safety related training classes, including but not limited to, first aid, cardiopulmonary resuscitation and defensive driver training.
- Directly supervises employees; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

MINIMUM QUALIFICATIONS:

Experience: Five years of full-time progressively responsible and comprehensive experience in the administration of safety, risk management, general liability, worker's compensation, or similar insurance programs and at least two years of lead or supervisory experience. Public sector experience in the fields identified above is desirable but not a requirement. **AND**

Education/Training: A Bachelor's degree is required from an accredited university with a major preferably in Public Administration, Business Administration, Engineering, Public Safety, or a closely related field.

OR

An equivalent combination of training, education and experience which has provided the required knowledge, skills/abilities and attributes. An Associate of Risk Management (ARM) certification from the Insurance Institute of American (IIA) may be substituted for the two years of the required education or two years for the required experience.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

Applicants are required to possess a valid Class C California Driver's License, Class C.

REQUIRED COMPETENCIES:

Knowledge of:

- Laws, rules, regulations and policies applicable to unit managed such as California Occupational Safety and Health Act Standards and Rules, California Worker’s Compensation, California Government Tort Act and, risk management and loss control principles and techniques.
- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Record keeping and report preparation procedures.
- Safety precautions required in a variety of work environments.
- Interviewing techniques.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- First aid, including CPR.
- Basic electronic trouble shooting procedures.
- Automotive equipment operation practices and traffic laws.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability:

- Understand, interpret and apply applicable laws, regulations and policies and use good judgment in their application.
- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Plan, implement, and evaluate safety and casualty loss control programs.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Administer contracts according to designated guidelines and regulations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Establish and maintain effective working relationships with public and private agency officials.

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- Plan and conduct safety related training.
- Determine causes of accidents and develop effective recommendations for corrective action.
- Maintain accurate records and document actions taken.
- Gather and analyze statistical data and prepare comprehensive statistical reports.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain confidentiality of records and information per pertinent laws/regulations
- Use modern office equipment to include computers and related software applications.

Attributes:

- Diplomacy – Works well within the organizational’s network; perceptive to social cue; skilled at handling situations without arousing hostility and able to navigate the political landscape of the agency as well as external partners; forge collaboration and know how to stay viable within the system.
- Financial Acumen – Understands the financial framework of the organization
- Functional/Technical Expertise – Is knowledgeable and skilled in a functional specialty; remains current in their area of expertise and serve as a resource in that area for the agency.
- Team Management – Creates and maintains functional work units, while formulating staff’s role, responsibilities and goals; provides the level of guidance and management appropriate to the circumstance, including monitoring the skills and needs of all staff.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling -- Sedentary Work: Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.


WORKING CONDITIONS:

- Office Work plus Outdoor Work: While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Traffic Hazards: Employees in this class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment.
- Independent Travel: Incumbent may be required to travel independently, for example, to perform work at other worksites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbent may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.





Kimberly Williams
Director of Human Resources

- Date Approved by the Director of Human Resources: July 2006
- Date Class Title added to the Listing of Classes & Salary by the Board of Supervisors: June 26, 2006
- Date(s) Revised: November 9, 2020
- Class Code: 107080