

TITLE: Risk Manager

HR/3

DEPARTMENT: Human Resources, Fayette County

JOB SUMMARY: This position is responsible for managing the workers' compensation, employee benefits, and property and casualty insurance programs.

MAJOR DUTIES:

- o Supervises, directs, and evaluates staff.
- o Administers insurance coverage for property and casualty, workers' compensation, auto/general/commercial liability, public official and public liability, accident, life, employee, medical, dental, bonds, and other employee benefits.
- o Develops division budget; reviews financial transactions for department and monitors expenses for budget compliance.
- o Ensures compliance with applicable codes, regulations, standards, policies, and procedures; initiates actions necessary to correct deviations or violations.
- o Prepares specifications for bids for health, dental, vision, basic life, supplemental life, dependent life, legal plans, short- or long-term disability, workers' compensation, property and casualty, and county's vendors/brokers for insurance; prepares detailed spreadsheet analysis of bid results; prepares written recommendations of coverages/vendors and explains basis for recommendation; prepares/presents results of bid and recommendations to director.
- o Communicates with attorneys, medical providers, physicians, hospitals, insurance agents, and brokers.
- o Compiles/prepares/presents reports, correspondence, and various other documents associated with the daily responsibilities of this position.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard human resources practices.
- o Knowledge of state and federal laws and regulation related to human resources.
- o Knowledge of computers and job related software programs.
- o Skill in public and interpersonal relations.

- o Skill in researching and preparing reports.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Human Resources Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include county personnel policies and state or federal laws relative to human resources. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management and administrative duties. Frequent interruptions contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to manage the workers' compensation, employee benefits, and property and casualty insurance programs. Success in this position contributes to the provision of benefits and related services to employees.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected and appointed officials, brokers, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or stooping.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Risk Management Clerk (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.