

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Risk Manager	<u>CLASS NUMBER:</u> 60135	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Human Resources/Risk Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N18	<u>POSITION CONTROL #:</u> 060030
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director (060005)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Risk Management Assistant (060031) Safety & Health Specialist (060033) (060035) Senior Safety & Health Specialist (060032)		

CLASSIFICATION PURPOSE:

The primary purpose of the Risk Manager classification is to manage the workers’ compensation program and the county’s commercial insurance program. Investigate accidents and make safety recommendations to agencies to protect property and prevent future accidents.

JOB DUTIES:

Analyze medical and accident information and recommend actions on claims, settlements, challenges, etc. Seek additional medical opinions to support county positions. Administer the county Workers’ Compensation and commercial insurance programs. Serve as a liaison for the county in safety complaints and develop written reports for resolving complaints and preventing injuries. Coordinate with management staff on matters that involve safety standards. Attend workers’ compensation hearings and work with third party administrators and agencies to settle compensation claims. Interpret laws, rules and regulations pertaining to workers’ compensation, commercial insurance program, and safety issues and recommend best practices.

Provide insurance companies and/or third party insurance broker with required information to secure various insurance policies including, but not limited to, property, excess workers compensation, cyber security, medical mal practice, builders risk, etc.

Supervise staff. Instruct staff regarding inquiries from claimants, workers’ compensation, the industrial commission, claimants’ attorneys, managed care organizations, third-party administrators, medical providers, insurers, and interested third parties. Work with risk management staff and each County agency to develop safety and health policies, vaccination programs, training programs, etc. to ensure the agencies are in compliance with the Public Employee Risk Reduction Program (PERRP) Act, as well as Federal, State and local health and safety regulations. Inspect buildings and facilities to evaluate physical conditions regarding safety. Provide guidance and train risk management staff. Serve as a representative for the County Commissioners and human resources on training issues involving BWC and safety. Report workplace deaths to county administration and respond as directed. Compile and submit required PERRP reports. Establish transitional duty programs to agency levels and on a per-claim basis depending on claimants’ doctors’ opinions and investigate accidents. Make recommendations regarding which workers’ compensation claims could benefit from representation of outside counsel.

Prepare written reports and findings. Review and track safety training programs and attendance to ensure effectiveness. Conduct/lead training on various topics. Prepare detailed and summary status reports regarding BWC claims, training, safety inspections, and recommendations for improvement. Advise agencies of unsafe working conditions and safety hazards and make recommendations upon request. Provide technical assistance to agencies interpreting regulations and policies involving safety. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision and budgeting; employee training and development; safety practices; public relations; agency policy and procedures. Skill in word processing; equipment operation. Ability to interpret variety of instructions in written, oral, picture or schedule form; cooperate with co-workers on group projects; define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals and manuals; recognize safety warnings; maintain accurate records; prepare meaningful, concise and accurate reports; originate routine business letters reflecting standard procedures; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in risk management, finance, or related field with five (5) years of insurance, safety, or related experience; or any equivalent combination of training and experience.

Additional Requirements

OSHA 10-hour certification, OSHA 30-hour certification, and First Aid/CPR/AED training certification. All can be completed within six (6) months of hire.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date