

RISK MANAGEMENT ANALYST

FUNCTION OF THE JOB

Under supervision, to perform work involving the daily administration and implementation of a county-wide worker's compensation claims program and loss prevention and control efforts; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Reviews and implements specific aspects of the worker's compensation claims process and makes recommendations to ensure the continuation of proper record keeping and reporting activities.
2. Establishes and maintains worker's compensation claims files and documents claims activity.
3. Assists the third-party administrator with claims investigation, monitors the employee's return to work schedule and maintains records of any subrogation efforts.
4. Researches and prepares supporting documentation for the negotiation and settlement of contested worker's compensation claims.
5. Compiles and reviews third party billing and claims summary reports to identify any unusual activity or erroneous claims.
6. Conducts on-site inspections of County facilities to document and analyze existing hazards; provides recommendation for corrective action.
7. Reviews injury reports for completeness and accuracy of information; documents safety concerns and monitors compliance with corrective action plan.
8. Monitors safety and health programs and policies to ensure compliance with recommendations to reduce workplace hazards.
9. Interprets and communicates existing safety laws and regulations and any policy, procedures or program changes to a variety of employees.
10. Serves on safety committees and may assist with the research and development of loss prevention measures, loss control services, and safety and health programs.
11. Maintains and presents reports on worker's compensation claims history, safety and health issues, loss prevention measures and other program efforts.
12. Establishes and maintains effective working relationships with employees at all levels of the County, County Board committees, medical providers, attorneys, government agencies and the general public.
13. Conducts training on the County's safety and health programs, maintains accurate records and prepares reports.
14. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Working knowledge of current principles and practices used in worker's compensation and loss prevention and control administration.
2. Working knowledge of federal and state laws and regulations governing the administration and processing of worker's compensation claims.
3. Working knowledge of health and safety principles, practices, and regulations.
4. Some knowledge of computerized department program software, Internet access, and database, and spreadsheet and word processing programs.
5. Ability to utilize word processing, database and spreadsheet programs.
6. Ability to administer and implement programs, policies and procedures.
7. Ability to maintain an on-going and varied workload.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

8. Ability to plan, organize and effectively carry out a variety of assignments.
9. Ability to collect and analyze summary reports and other data and to prepare recommendations.
10. Ability to establish and maintain files, records, reports and detailed documentation.
11. Ability to travel to off-site locations within the County to perform claims investigations and loss prevention and control activities under varying weather conditions and physical terrains.
12. Ability to communicate effectively both orally and in writing in group settings and on one-on-one basis.
13. Ability to establish and maintain effective working relationships with employees at all levels of the County, County Board committees, medical providers, attorneys, government agencies and the general public.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
15. Ability to conduct a visual and auditory assessment and inspection of conditions at varying site locations.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in risk management, occupational safety, business administration, public administration, or a closely related area.

OR

Four (4) years of progressively responsible work experience in the area of administering worker's compensation claims and safety programs.