

SENIOR RISK MANAGEMENT ANALYST

FUNCTION OF THE JOB

Under direction, to perform work involving the development, implementation and administration of the worker's compensation and loss prevention and control programs for the County; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Coordinates and evaluates the worker's compensation claims process on a county-wide basis to ensure that proper record keeping and reporting activities are in place.
2. Performs case management activities of worker's compensation claims including the authorization of disability pay and handles multi-faceted cases with high claims activity.
3. Facilitates and assists the third-party administrator with claims investigation, determination of compensability, coordination of a return to work schedule, and pursuit of subrogation.
4. Participates in the negotiation and settlement of contested worker's compensation claims and assists with the preparation of the case for hearing including attendance at the hearing.
5. Makes recommendation to retain legal counsel, provides on-going communication and monitors the activities of legal counsel.
6. Reviews, monitors, and evaluates third party billing and claims summary reports; processes payments and assesses the appropriateness of the established reserves.
7. Conducts on-site inspections of County facilities to identify existing potential hazards; recommends corrective and/or preventative measures; and ensures implementation of recommendations.
8. Reviews and analyzes injury reports to determine OSHA injury and illness recordability; analyzes safety issues and trends; investigates safety concerns; recommends corrective action and ensures implementation of corrective plan.
9. Recommends, develops, and implements new safety and health programs and policies and/or recommends improvements to existing programs to reduce workplace hazards.
10. Develops and coordinates safety and health training programs, conducts training, maintains accurate training records and prepares training analysis reports.
11. Reviews and interprets existing and proposed safety laws and regulations to determine impact on County programs and to ensure compliance.
12. Serves on safety committees; coordinates loss control services; and acts in an advisory capacity in all matters pertaining to loss control.
13. Prepares and presents statistical reports on claims, trend analysis and loss prevention measures.
14. 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.
15. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of current principles and practices used in worker's compensation and loss prevention and control administration.
2. Considerable knowledge of federal and state laws and regulations governing the administration and processing of worker's compensation claims.
3. Considerable knowledge of health and safety principles, practices, and regulations.
4. Working knowledge of computerized department program software, internet access, and database,

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

- spreadsheet and word processing programs
5. Ability to develop, implement and coordinate programs, policies, and procedures.
 6. Ability to research and analyze a wide variety of information; organize data; evaluate alternatives; and make appropriate recommendations.
 7. Ability to manage an on-going and varied workload.
 8. Ability to maintain accurate and detailed records and prepare and present reports and recommendations.
 9. Ability to communicate effectively both orally and in writing both in group settings and on a one-to-one basis.
 10. 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.
 11. Ability to conduct a visual and auditory assessment and inspection of conditions at various site locations.
 12. Ability to utilize word processing, database, and spreadsheet programs.
 13. Ability to plan, organize and prioritize multiple work assignments and projects.
 14. 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.
 15. 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.

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 field.
2. Two (2) years of progressively responsible professional work experience in the area of administering worker's compensation claims and safety programs.

OR

3. Six (6) years of progressively responsible work experience in worker's compensation claims and safety programs administration.
4. One or more of the following certifications are desirable:
 - a. CPCU – Chartered Property Casualty Underwriter
 - b. ARM – Associate in Risk Management
 - c. ALCM – Associate in Loss Control Management
 - d. AIC – Associate in Claims