

PLEASE POST !!!

## **OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**20 Risk Manager- Commissioners**  
**\$52,338.59/Annually**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 11/15/2024

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**RISK MANAGER**

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### **OVERALL OBJECTIVE OF JOB**

Work with the Commissioner's Department to develop, prepare, maintain and monitor a comprehensive risk management program. Work with Department heads to address their safety and insurance needs and supply them with needed equipment, training and advice. This can include risk transfer, retention or avoidance.

### **ESSENTIAL FUNCTIONS OF JOB**

Develop standard process and procedures for risk management functions by preparing a Risk Management Manual.

Create, update and maintain an Accident and Injury Prevention Policy in keeping with Pennsylvania Department of Labor requirements. Represent County in audits of the policy by the DOL.

Report promptly any incident, occurrence or loss to the proper entities, including insurance companies, third party administrators and attorneys. Update all the entities listed with any information so that they are aware of any changes to situations.

Investigate all incidents, occurrences or losses, including reviewing videos, incident reports, police reports and medical reports. Make information from the investigations available to adjusters, attorneys and any other party that may need them. Work with County detectives when a crime is suspected.

Monitor all claims for workers compensation and make recommendations to reduce exposure. Work with adjusters on paying claims, review weekly all payments made for workers compensation to assure accuracy and necessity. Work with injured employees to make sure they are seen promptly by the proper medical professionals and assure that the treatment they receive is proper. Make sure that injured employees receive the proper amounts for indemnity.

Work with Human Resources and Department Heads by informing them of the work status, be it Leave of Absence, Restricted or Modified Duty as determined by medical professional or Return to Work. Advise of any work restrictions so that the employee's healing process is not impaired by exceeding medical advice. Communicate any change in status or extension of status to Human Resources so that they can keep the Employee Agenda up to date.

Be familiar with County policy and Collective Bargaining Agreements to monitor when Leaves of Absence limits are about to be reached so that Human Resources can advise injured employees of possible termination due to exceeding these time limits.

Develop, implement and coordinate safety and loss control training for employees. This includes using LocalGovU to assign new hire trainings and also ongoing training for existing employees. Report to Department heads the progress of their employees in completing assigned classes.

Serve as Chair of the County Safety Committee, holding monthly meetings to discuss issues of concern from members of the committee. Require employees to sit on the Committee, with the goal of having a diverse group of supervisors and staff across as many departments and locations as possible. Maintain records of these meetings.

Serve as a member of the Courts Security Committee and any other committee as may be assigned.

Compile and analyze data related to accidents, injuries and illnesses. Identify patterns and exposure factors and evaluate loss potential to County processes and operations. Initiate strategies to decrease future financial losses. Review losses with insurance providers and third party administrators to decrease future financial, employee and other asset losses. Work with HR to make sure that workers compensation pays for work related injuries and that health insurance pays for non-work related injuries.

Prepare and submit applications for renewal of PCorp policy, Workers Compensation Excess policy, Accidental Death and Dismemberment policy, bond application for tax collectors and any other insurance policies as may be deemed necessary. Gather information from the departments as needed to complete the applications.

Negotiate contracts with insurance companies, security firms, third party administrators and safety consultants. Present results of negotiations to Commissioners for final approval.

Maintain SDS database and provide information to any party that may have need of such information.

Develop and implement modified duty program for any employee injured on the job and released to a limited roll due to inability to perform their full duties. Place workers in offices that are in need of help. Track hours of these workers, determine when medical appointments qualify for PTO or indemnity. Supervise and discipline said workers if needed, while being aware of applicable union contracts and to insure that union workers rights are protected.

Ensure that quarterly premises safety reports are done for all locations.

Enforce policies and procedures related to safety rules and regulations.

Supervise security for the Administrative Building, working with outside contractors, Constables and Sheriff's department.

Prepare department's annual budget.

Keep First Aid kits stocked, assure that AED components are up to date and replace them as needed.

Apply for PCorp safety grants to aide other departments in meeting safety goals. This includes analysis of appropriateness of departments' request, applying for grant and ordering goods needed via Purchasing Department, including preparing purchase orders and applying proper GL coding.

Work with IT to make sure that video cameras are functional and properly placed. Permanently record all videos related to accidents or injuries, this includes getting footage from other departments with cameras and keeping footage stored for future use. Provide videos to insurers or attorneys as needed. Work with local law enforcement to provide video as needed.



**OTHER DUTIES OF THE JOB**

Attend meetings and schedule training sessions as directed, including First Aid and CPR classes.

Serve on other committees or task forces as required.

Travel occasionally, including overnight stays, as needed to keep abreast of changes in the insurance and risk management environment.

Perform other job related duties as required.

Handle any needs for pandemic response, including getting supplies, working with HR to determine policies and procedures.

**SUPERVISION RECEIVED**

Reports directly to the Board of Commissioners and receives minimal supervision from the County Administrator.

**SUPERVISION GIVEN**

Supervise modified duty employees, including Correctional Officers, abiding by applicable union contract when appropriate.

**WORKING CONDITIONS**

Mostly work indoors with adequate work space, lighting, temperature and ventilation.

Normal indoor and outdoor exposure to noise, disruptions and stress.

Normal indoor and outdoor exposure to dust, dirt and the elements.

**PHYSICAL AND MENTAL CONDITIONS**

Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching necessary to carry out duties of job.

Medium work with occasional lifting/carrying of objects with usual weight of 20 pounds, though sometimes higher weight.

Must be able to cope with the physical and mental stress of the position.

Must be able to pay close attention to details and concentrate on work.

Maintain emotional stability during stressful situations.

**QUALIFICATIONS**

Bachelor's degree in business administration, public administration or related field. Ten years' experience in risk management, insurance, property casualty loss programs, Workers Compensation, health and safety. CPCU, ARM, CRM, ARM-P preferred or training and experience in how to read and interpret insurance policies with the ability to communicate this information to protect the interests of the County. Computer literate in Word, Excel, Powerpoint and Outlook. Ability to learn and master proprietary software and computer interface with various companies with which you must interact for reporting and tracking claims.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Must be able to speak, write and understand the English Language sufficiently to carry out essential functions of the job.

Must possess effective oral and written communication skills.

Must possess excellent organizational skills.

Must possess ability to function independently, have flexibility and personal integrity and the ability to work effectively with clients, co-workers and others.

Must possess ability to maintain confidentiality in regard to client information and records.

Must possess ability to exercise considerable discretion and independent judgement.

Must possess valid drivers license.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.