

Job Class Specification

Title:	Director Risk Management and Claims
Job Code:	549750
Bargaining Unit(s)/Grade:	Non-Represented Grade 13
FLSA Status:	Exempt
Safety Sensitive:	No
Competency Model:	TBD
Career Family:	TBD

Summary

This is a senior leadership role within the Finance Division responsible for developing and coordinating the enterprise risk management framework and programs for the organization including identifying, assessing and managing the all levels of risk (e.g., hazards, financial, operational, political and strategic). Works with senior management throughout the organization in providing risk analysis and consultation. Evaluates the risks of new programs including negotiating the terms and conditions on imenditification issues, developing statutory language, preparing testimony to suport change resulting in long term success of the projects and reduced levels of risk for the Council. Position manages the self insured claims programs (workers comp and liability).

Impact on Service/Operations

The position has significant impact on operations with review of contracts, risk financing and budgeting which impacts potential loss pay-outs, insurance premiums and insurance deductibles. The position effectively designs and implements mitigation programs and manages risk at acceptable levels to insure or mitigate potential and losses, financial and political risks to the organization.

Essential Responsibilities*

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

- Develops an enterprise risk management approach so that concepts of risk control and inherent in the day to day business of the Council at all levels.
- Prepares insurance specifications, negotiates and evaluates insurance contracts and service agreements and recommends insurance purchases. Reviews current levels of insurance, evaluates and recommends appropriate deductible levels. Monitors quality of services. Analyzes coverage and endorsements. Analyzes cost effectiveness of current insured and self-insured programs via trend analysis and the statistical forecasting of losses.
- Reviews and recommends contract language to provide appropriate risk transfer and retention language. For those contacts where indemnification is critical; negotiates with vendor on behalf of the Council. Works with contract managers to ensure a balance within business needs.
- Provide risk management expertise and consultation to all levels of management. Develops and maintain close relationships with senior management to secure constant improvement in the minimization of risks. Develops and promotes risk management philosophy and initiatives.
- Manages self insured claims program (worker's compensation and property and causality claims).
- Develops performance standards and department work goals and objectives and monitor performance.
- Develops several budgets, including departmental, insurance costs and loss accruals.
- Supervises 11 individuals including technical and support staff.
- Other duties as assigned or apparent.

Non Essential Responsibilities

- Directs and manages special projects as requested by the Chief Financial Officer.

Qualifications

Education	Bachelors' Degree in Business Administration, Finance, Risk Management.
Experience	7-10 years risk management experience to include 5 years experience self insured claims management (General Liability, Worker's Compensation, Commercial Automobile Liability, Employment Practices Liability, and Property). Experience must demonstrate management of complex insurance and risk management programs. Desire experience with transforming a risk management function, establishing excellent risk management long-term processes and procedures.
License Requirements	Preferred Certification(s): Certified Risk Manager (CRM), Financial Risk Manger (FRM).

Knowledge, Skills and Abilities Required:

Technical	Knowledge of risk management procedures and practices including risk financing and risk control Knowledge of insurance programs, policies and purchasing factors. Knowledge of Occupational Safety and Health Act, including the Employee Right-to-Know law, and related occupational, safety and health regulations. Knowledge of State and Federal laws with emphasis on Workers' Compensation and MN No-Fault Act.
Computer	Intermediate skill level in MS Word, Excel. Knowledge of a computer based information system, and the ability to use it in a risk management decision support system.
Language	Level 5. Ability to read, analyze and interpret common technical journals, financial reports and legal documents. Ability to respond to common inquiries or complains from customers. Ability to write speeches and articles in a prescribed technique or style. Ability to effectively present information to top management, public groups or Council members
Math	Level 4. Ability to interpret and apply mathematics and statistical methods and procedures gained through professional educational training
Human Relations	Level 3. Requires a high degree of skill in developing, motivating and fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with representatives, elected officials or managers of other agencies or organizations; and the position has the authority and responsibility for representing and speaking on behalf of the organization. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees.

Work Environment

Work is performed in a standard office setting. Some positions may require travel between primary work site to other sites.

Physical Requirements

Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.

Revision History: created 2-06