

**DEPARTMENT:** **RISK AND INSURANCE SERVICES**  
**CLASSIFICATION:** **COMPETITIVE**  
**APPROVED:** **AUGUST 18, 2022**

**RISK AND INSURANCE COORDINATOR - MUSIP**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a specialized confidential administrative position that directly assists the Director/Plan Administrator in managing all facets of the Niagara County MuSIP self-funded Workers' Compensation Plan and Loss Prevention Program, including directing confidential private investigation of claims and review of surveillance. In addition, this position would develop, implement and administer an online employee safety training program with a third party vendor, file compliance and regulatory documents with NYS PESH, record and track Workplace Violence Prevention and Building Incident reports and recommend safety policies and hazard mitigation to the Director/Plan Administrator. The coordinator is a key support to the Director and serves as a high-level, professional administrative liaison to MuSIP members, outside legal counsel and third party administrators. The position requires the use of technical knowledge and expertise and allows for the exercise of independent judgment in planning and carrying out the details of work. General direction is received from the Director/Plan Administrator and the Coordinator exercises task supervision over assigned subordinate staff. May act for, and in the place of, the Director/Plan Administrator when necessary. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists the Director with managing lines of risk management business to include workers' compensation, safety and training, workplace violence prevention and general loss prevention programs;
2. Collaborates with Third Party Administrator to maintain a system for reporting and investigating accidents and other data associated with an established safety program;
3. Organizes and tracks Incident Reports and claims filed, photos, videos, and reports necessary for proper claims administration and litigation support;
4. Assists the Director in establishing an online training program for comprehensive mandatory and periodic recommended safety and general training subjects;
5. Schedules and organizes trainers, presenters, topics and develops agendas for recurring MuSIP Ad-Hoc Advisory Committee Member meetings, as per local law;
6. Serves as liaison for informational purposes between MuSIP Members and County/TPA/Plan Administrator to relay instructions and/or information regarding Member entity WC claims, loss prevention, MuSIP Plan communications, committee member list updates and risk and insurance policies and procedures;
7. Utilizes computer applications or other automated systems such as spreadsheets, word processing, calendar, presentation, e-mail, database software in performing work assignments and online/video training/presentations and tracking of trainings, Workplace Violence and Building Incident Reports;
8. May recommend and/or communicate Plan Administrator guidance with respect to safety training programs or claims resolution and confidential legal matters to municipalities covered by the Mutual Self Insurance Plan (MuSIP);
9. Assists in developing and implementing overall County policies and procedures for accurate incident reporting, claims monitoring, and legal defense tracking for County incidents, accidents and claims;
10. Performs data analysis and prepares reports from internal systems and TPA database to assist Director/Plan Administrator with Plan performance goal measurement and targeted safety training priorities.

**CONTINUED**

## **RISK AND INSURANCE COORDINATOR – MUSIP CONTINUED**

### **FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of laws, regulations, and procedures related to self-funded risk and insurance services, specifically workers' compensation, loss prevention, and employee safety and training. Good knowledge of general liability, auto, property and casualty; good knowledge of Niagara County government, geography, economics and demographics of the County, good knowledge of the organization, functions, terminology, goals, programs, policies, objectives and procedures of the Office of Risk Management; ability to maintain confidentiality of sensitive information; ability to conduct investigations, identify safety problems, analyze findings, and recommend and implement corrective action; ability to communicate effectively both orally and in writing; ability to understand and interpret complex written material; ability to review and evaluate program procedures, methods, and forms; ability to teach, develop and perform presentations, and provide instruction to a group; ability to compile, analyze, and summarize data and background information in both narrative and statistical form and to provide recommendations; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to develop and maintain a record keeping system; ability to establish and maintain effective working relationships with others, including managers, administrators, town supervisors, outside vendors (third-party administrators, attorneys, actuaries, auditors) managers and administrators; ability to perform close, detailed work at a high degree of accuracy, industry and dependability; ability to assign and supervise the work of others; trustworthiness, confidentiality; professional and personal integrity; outstanding professional leadership ability; tact and courtesy; sound professional judgment; resourcefulness and initiative; neat professional appearance; physical condition and maturity commensurate with the demands of the position.

**PROMOTIONAL QUALIFICATIONS:** One (1) year of permanent competitive status as a Senior Insurance Program Assistant or two (2) years of permanent non-competitive class status as a Confidential Assistant in the Niagara County Risk and Insurance Services Department immediately preceding the date of exam.

### **OPEN COMPETITIVE:**

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation with a Bachelor's Degree and two (2) years of full-time paid insurance, legal, administrative or supervisory experience in an office setting, **OR**
2. Graduation with an Associate's Degree and four (4) years of full-time paid insurance, legal, administrative or supervisory experience in an office setting; **OR**
3. Six (6) years of full-time paid insurance, legal, administrative or supervisory experience in an office setting.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.