

DEPARTMENT: RISK AND INSURANCE SERVICES
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 22, 2022

RISK AND INSURANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized administrative support position that directly assists the Director in managing all facets of the county's risk and insurance services to include property and casualty, general liability, employee healthcare, workers' compensation, and safety and training. The incumbent performs important office management and liaison work that requires the use of technical knowledge and expertise and allows for the exercise of independent judgment expertise in planning and carrying out the details of work. General direction is received from the Director and the incumbent exercises task supervision over assigned subordinate staff. May act for, and in the place of, the Director when necessary. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the Director with managing all lines of risk management business to include property and casualty, general liability, employee and retiree healthcare, workers' compensation, safety and training;
2. Collaborates with the Director to plan, develop, revise, and implement office policies and procedures;
3. Supervises and directs staff in the completion of administrative support tasks to achieve operational goals and objectives and to ensure efficient workflow;
4. Assists with administering all aspects of the Niagara County Mutual Self Insurance Plan (MuSIP) including preparing an annual budget, maintaining and submitting related records and reports, explaining regulations and procedures, reviewing and approving claims and expenses, coordinating meetings, preparing annual assessments, coordinating safety seminars, monitoring PESH compliance, etc.;
5. Compiles information, prepares reports, and performs data analysis to determine the impact of current and projected activities on self-insurance funds and insured programs; to provide plan losses and expenses; to make recommendations for all aspects of loss control and the reduction, transfer, or suppression of risk; to limit long-term liability; to review and audit claims; and to monitor charges and costs related to self-insurance;
6. Assists the Director with ensuring that all third party administrator contracts are renewed and compliance regulations are in order;
7. Collaborates with and oversees the third party administrator for workers' compensation claims and Section 207-c cases;
8. Analyzes claims to insure adequate justification and funding reserves under the self-insurance plan;
9. Assists with determining required insurance coverages for county department contracts and purchase orders;
10. Renews employers' liability insurances, vouchers premium payment, and invoices entities;
11. Reviews with the Director, Budget Director, Treasurer, and County Attorney all major third-party claims and approves/processes all claims payments;
12. Assists with the investigation and resolution of workplace violence and personnel incidents;
13. Assists in developing and implementing overall county policies and procedures for accurate incident reporting, claims monitoring, and legal defense for county incidents, accidents and claims;
14. Serves as department liaison to the county attorney's office, county union negotiations team, outside counsel, or consultants/vendors on any administrative needs for matters in negotiations, litigation, or of a confidential nature;
15. Oversees and participates in the maintenance and completion of all transactions, records, reports, and forms for the department and ensures that documents are submitted in a timely and legal manner;
16. Prepares correspondence, memoranda, responses to letters, reports, informational material,;
17. Utilizes computer applications or other automated systems such as spreadsheets, word processing, calendar, presentation, e-mail, and database software in performing work assignments;
18. Compiles information and data and prepares clear, sound, accurate and informative statistical and narrative reports containing findings, conclusions and recommendation;
19. Attends meetings, webinars, seminars, and conference calls with and on behalf of the Director;
20. Reviews and approves office payroll, oversees the preparation of annual healthcare budget, and assists in developing the departmental budget;
21. Inputs and monitors driver information in the confidential DMV LENS program;
22. When necessary interprets health care contracts for employees, retirees and department heads and participates in the open enrollment process for employees and retirees;

CONTINUED

RISK AND INSURANCE COORDINATOR

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

Thorough knowledge of laws, regulations, and procedures related to risk and insurance services including property and casualty, general liability, employee healthcare, workers' compensation, and safety and training; thorough knowledge of procedures involved in processing and administering property, casualty, special risks, and first party recovery insurance claims; good knowledge of departmental and county methods used in financial records, budgeting, and allocations; good knowledge of proper practices, policies, procedures and technique of public personnel administration and office management; good knowledge of the organization, functions, laws, policies and regulations, terminology, programs objectives and goals of the department; good knowledge of the principles and practices of computerized records maintenance; working knowledge of the procedures used in the administration of employee benefit programs; 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 handle administrative details independently; ability to prepare budgets, operating reports, and a variety of other reports relative to department activities; ability to compile, analyze, and summarize data and background information in both narrative and statistical form and to provide recommendations; ability to assign and supervise the work of others; ability to maintain department accounts and budgetary data; ability to communicate effectively both orally and in writing; ability to review and evaluate program procedures, methods, forms, etc.; ability to prepare and maintain complex records; ability to maintain confidentiality; ability to identify, analyze and resolve complex issues; ability to establish and maintain effective working relationships with others including managers and administrators; tact and courtesy; sound professional judgment; professional and personal integrity; resourcefulness and initiative; neat professional appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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 four (4) years of full-time paid experience in a corporate or government risk management environment, full service insurance agency or brokerage; **OR**
2. Graduation with an Associate's Degree and six (6) years of full-time paid experience in a corporate or government risk management environment, full service insurance agency or brokerage; **OR**
3. Eight (8) years of full-time paid experience in a corporate or government risk management environment, full service insurance agency or brokerage.

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.