



Salt Lake County Job Description

Assistant Risk Manager

DEPARTMENT: District Attorney's Office

JOB CODE: 298 **GRADE:** 16

SALARY PLAN: GEN

SAFETY SENSITIVE: No

DIVISION: District Attorney/8200

FLSA STATUS: Exempt

EFFECTIVE DATE: 4/26/2018

JOB SUMMARY

Provides assistance to the District Attorney and Risk Manager to manage the risks to Salt Lake County personnel and property, develops safety programs with Department officials, develops safety and technical resources for the County and coordinates the implementation of proactive measures to avoid incidents, improve safety and minimize County indemnity.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business Management or Public Administration, or other closely related fields, plus four (4) years of experience in the Risk Management field; OR an equivalent combination of related education and experience such as adjusting, insurance, claims management, safety.

Must possess a current Utah State Resident Insurance Adjustor's license valid in the above-mentioned fields or the ability to acquire a license within one year of hire.

Due to the nature of this position, the successful applicant must successfully pass an initial criminal background check as well as every two years thereafter and continuously meet the requirements of the Bureau of Criminal Investigation (BCI).

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Identifies, analyzes, and mitigates potential sources of injury, damage, or loss to Salt Lake County personnel and property. Provides reports, cost studies, probability determinations, and risk management assistance to County management, committees, and councils.
- Assists in the management of the Risk Management unit, advances the District Attorney's objectives for the unit in the absence of the Risk Manager.
- Assists with the management of the County's claims operations by developing tools and consulting with staff and outside vendors on claims issues. Represents the County with contracted clients or in claims against insurance companies.
- Represents the County on boards, seminars or meetings.

- Develops, implements, and oversees a comprehensive County safety program for facilities, personnel, and volunteers that complies with Federal, State, and County regulations and laws and nationally accepted principles of worker safety and industrial hygiene.
- Provides resources for technical assistance to administrators and managers for compliance with the safety program, emergency preparedness, and Federal and State regulations.
- Manages the reporting of risk and claims activities including the development and administration of periodic reports documenting frequency and severity of claims, incidents and loss trends.
- Reviews County policy and procedures and makes recommendations to minimize risk.
- May respond at any time to the scene of a special hazard, industrial accident, traffic accidents, or OSHA inspection and works closely with County units to prevent accidents or injury, minimize loss, and continue essential County operations. .
- Investigates civil and workers compensation claims against the County, negotiates settlements, and assists attorneys assigned to litigate all claims against the County.
- Conducts investigations and negotiations to recover monies owed to the County including loss inspections and underwriter tours.
- Assists assigned attorneys to work with County agencies to prevent claims.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Risk management and loss control techniques and practices
- Utah Occupational Safety & Health (UOSH) and Federal Occupational Safety & Health Administration (OSHA), Department of Transportation (DOT), and other related safety regulations and techniques
- Statistical methods
- Insurance, compensation, and tort laws and regulations
- Claims management and adjusting practices and techniques
- Legal proceedings and procedures

Skills and Abilities to:

- Research and investigate
- Represent the County in a professional and effective manner
- Communicate effectively both in writing and verbally
- Manage and supervise diverse personnel
- Speak publicly and provide public education
- Utilize Microsoft Office software

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting, but require occasional field work; may work in all types of weather and at various locations throughout the County.

IMPORTANT INFORMATION REGARDING THIS POSITION

This position is subject to being called to work prior to or after the scheduled shift in the event of an emergency. May be required to work holidays, nights, and weekends as needed.

Revised Date/Consultant's Initials: 04/26/2018, DW