

## PROGRAM SPECIALIST (RISK MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class in the Department of Law, is responsible for providing administrative assistance and support in implementing procedures for identifying, controlling and monitoring risks, and implementing procedures and training aimed at eliminating, preventing and reducing risk. Incumbents work under the supervision of the Director, Risk Management and are primarily responsible for implementing and administering the overall County Automobile and Property Insurance Recovery for the County's Self Funded (6N) program. This position is distinguished from the Risk Analyst in that the incumbent is not responsible for decision making regarding insurance contracts and complex contract payments. Supervision may be exercised over support clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates the County Driver Program with NYS Department of Motor Vehicles, License Event Notification System and the County Department of Information Technology to ensure that employees comply with all aspects of the County Driving Program;

Serves as liaison with Litigation Branch of the Law Department to maximize insurance recoveries (revenue) for all County departments;

Monitors all aspects of insurance recovery for the County's automobile/property incidents

Monitors all auto liability claims regarding County owned vehicles; conducts timely and thorough investigations with regard to coverage and liability; investigates damage as appropriate; negotiates with insurance company representatives with recommendations for proper disposition to the Director of Risk Management;

Coordinate the subrogation collections for damages to County owned property.

Serves as a liaison for NYS DMV and County employees and their supervisors subject to revocation/suspension/modification of driver's license;

Monitors all out of state employee license info; maintains database of personal auto insurance provided by authorized County drivers;

Administers the submission of 6N fund financial transactions including but not limited to account reconciliation, maintenance of account balances, cash receipts, disbursements and journal entries;

Manages Risk Management departmental contracts by electronically encumbering funds and monitoring those contracts to ensure they do not exceed established monetary caps;

Monitors contractual defense and indemnification requests as assigned by the County Attorney's office; maintains a calendar for follow-up by attorneys and tracks responses as necessary;

Maintains complex filing systems, billing systems, cost studies and other related functions in the collection of fees or reimbursement of services;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Prepares requests for reimbursement from insurance companies and consults with the Department of Public Works, Public Safety and the Law Department to research and compile information needed for timely submission of requests for payment;

Inspects Police Accident Reports to identify issues for the Director, Risk Management;

Coordinates all documentation in preparation for Accident Review Board meetings;

Receives and handles inquiries and complaints regarding County related property and automobile functions;

Prepares routine correspondence regarding insurance policies, claims analysis and status of various County programs.

Processes driver's licenses approvals, driver's insurance and accident report data.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of insurance and risk management principles. Good knowledge of insurance claims process with a view toward maximizing recovery in County-wide subrogation/collection program. Good knowledge of risk management principles and practices; good knowledge of the principles and practices of operating a large scale safety program; ability to implement a comprehensive safety and loss control program; ability to train others in safety/loss prevention; ability to deal with a wide range of administrative, professional and clerical personnel; ability to communicate effectively, both verbally and in writing; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound judgement; resourcefulness; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\*, and either (a) two years of staff, administration or management experience, one of which must have significantly involved safety loss prevention programs or health and safety programs; or (b) two years of experience where the primary function of the position was in a safety loss prevention program\*\* or health and safety program which must have involved ensuring compliance with codes or regulations.

SUBSTITUTION: Education toward a Degree\* beyond a Bachelor's Degree may be substituted at the rate of 30 credits for one year of experience. There is no substitution for the one year of specialized experience.

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\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possess and maintain a valid license to operator a motor vehicle in the State of New York while in the title.

West. Co.  
J. C.: Competitive  
NASE

Job Class Code: C2501  
Job Group: X