

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105800

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Risk Management

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005618

☒ Reclassification

☐ New Position

☐ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Risk Management Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified
☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:
Administrative

Bargaining Unit 22

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

TO: 5:00 p.m.

Report in location and work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%

Job Duties in Order of Importance

Knowledge, Skills & Abilities

40

Provides property & casualty program direction by relieving superior of variety of difficult administrative duties: formulates & implements program policy; conducts risk assessments & identifies feasible risk transfer strategies (e.g., contractual transfer, self-insurance, purchase of insurance); monitors risk transfer decisions to ensure technique chosen remain effective; researches & analyze property, casualty & vehicle liability coverage; identifies coverage gaps & makes recommendations to improve terms and conditions of insurance policies; acts as liaison between the Office of Risk Management & Office of Procurement for all purchasing aspects & bidding of insurance programs & services (e.g., competitive bid, competitive sealed proposal, STS); formulates queries, forecasts rate, premium & loss information & prepares necessary statistical data reports for insurance, risk management & actuarial purposes; supervises assigned staff.

Knowledge of (1) Property & casualty insurance coverage; (2) Automobile liability insurance coverage; (3) Fire & multi-line insurance; (4) property & casualty terms & conditions; (5) state risk management policies & procedures*; (6) business administration; (7) public relations; (8) Risk assessment; (9) Premium allocation formulas; (10) Office workflow & procedures.
Skill in (11) operation of PC & associated software (e.g., Microsoft Word, Excel, Access, PowerPoint, Outlook).
Ability to (12) gather & analyze statistical data, draw valid conclusions & initiate solutions; (13) handle sensitive inquiries; (14) communicate effectively in written & oral form; (15) develop comprehensive analytic reports.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

di-Sell

DATE

12/4/2013

JOB CODE TITLE
Program Administrator 2

JOB CODE
63123

Apr 12.4.13 (cc)


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DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Risk Management	COUNTY OF EMPLOYMENT Franklin

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DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Risk Management

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POSITION NUMBER 20005618	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Risk Management Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2
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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Manages property & casualty functions: Coordinates all property, casualty & vehicle liability underwriting data from appropriate sources; obtains inventory information for real & personal property including vehicles & off road equipment; establishes guidelines & timeframes for policy renewals, contract renewals & all endorsement requests, & all invoicing by unit; researches, evaluates & analyzes historical & current data & trends to aide management in risk management decision process; develops projections & forecasts on property, casualty & vehicle liability exposures; checks driving records & enters & assigns loss notices. Designs & presents marketing & bid specification information to agencies & Office of Procurement. Serves in a liaison capacity with other agencies & general public to communicate policy decisions & directives. Provides technical support & evaluate hardware & software of unit. Develops database & web applications for analytical use of unit. Provides technical training to unit staff.	Knowledge of 1, 2, 3, 4, 5* 6, 7, 8, 9, 10 Skills in 11, 12, 13, 14, 15, (16) database development.	
	20	Provides business support functions: maintains unit's records retention schedule; assists with unit's budget development & outlay of office supplies & equipment; maintains unit's fixed asset inventory & serves as unit's timekeeper & maintains all payroll records; interacts with fiscal office & oversees accounts payable & receivable, maintains backup & security of sensitive data of unit.	Knowledge of (17) budgeting; (18) inventory control; (19) accounting practices & procedures. Skill in 12 Ability to 14, (20) gather, collate & classify information about data, people or things. <u>Position Specific Minimum Qualifications:</u> 24 mos. exp. or trg. in property & casualty insurance underwriting. *developed after employment.	
JOB CODE TITLE Program Administrator 2	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 12/4/2013	
JOB CODE 63123				

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Agency Organizational Tree

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