



**CERTIFIED**  
**MARCH 7 2017**  
By Webb County  
Civil Service Commission

## **Risk Management Director**

### **Risk Management**

RM/1  
Pay Grade: 24

#### **JOB SUMMARY**

This position is responsible for directing the county's administrative services operations and risk management.

#### **MAJOR DUTIES**

- Manages all risk management functions.
- Administers all county insurance programs, including self-insured contracts.
- Seeks alternative methods of insuring Webb County against all losses, including property, personal injury, worker's compensation, and group health, dental, prescription, and life claims.
- Conducts research and analyzes all insurance programs for the possibility of procuring proposals and/or renewals for the upcoming fiscal year.
- Prepares and initiates reports necessary for specifications for all Webb County insurance programs.
- Reviews specifications for requests for proposals issued for all lines of coverage to ensure compatibility with Webb County's needs.
- Develops good working relationships with all insurance carriers, agents, and representatives as well as with elected officials, department heads, supervisors, and staff.
- Responds to after-hours situations to receive and investigate reports of loss that involves county property and/or personnel.
- Acts as liaison with all claimants against Webb County to minimize possible litigation.
- Develops a comprehensive safety program for Webb County to identify and control risk.
- Maintains reviews and analyzes reports of all insured and self-insured losses.
- Plans, develops and coordinates comprehensive safety surveys and studies.
- Promotes safety throughout the county and among county personnel.
- Provides continuing education and training to all Webb County employees to include employee

benefits, safety in the workplace, worker's compensation regulations, health insurance criteria for dependents, and Cafeteria Plan Section 125 IRS regulations.

- Remains informed of all federal, state, and local regulations with which the county must comply.
- Works closely with county auditors to prepare annual budgets for the General Fund, Health Benefit Fund, Retiree Health Fund, and Worker's Compensation Fund.
- Administers the sick leave pool.
- Serves as the HIPAA Privacy Official; handles Protected Information (PHI) as defined by HIPAA regulations and in compliance with Webb County policy; completes HIPAA training.
- Performs any other duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of public administration.
- Knowledge of the principles and practices of public sector human resources management.
- Knowledge of risk management principles.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of HIPAA requirements and guidelines.
- Knowledge of computers and job-related software programs.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

#### SUPERVISORY CONTROLS

The Commissioners Court assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## GUIDELINES

Guidelines include federal and state employment laws, Webb County personnel policies and procedures, HIPAA regulations, and insurance policy agreements. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and management duties. The variety of duties contributes to the complexity of the position.
- The purpose of this position is to direct the risk management operations of the county. Successful performance helps ensure the efficiency and effectiveness of county operations.

## CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, vendors, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Employee Benefits Administrator (1), Workers Compensation Analyst (1), Liability Claims Coordinator (1), Benefits Coordinator (2), Administrative Coordinator (1) and Safety Coordinator (1).

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Must have three to five years of related experience.

## OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.

- This position *is not covered* under Civil Service; however, all other Webb County policies apply.

**ACKNOWLEDGEMENT**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

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Print Name

\_\_\_\_\_  
Date