

VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION RISK MANAGER

EFFECTIVE DATE: 8/01/2010

DEPARTMENT: Human Resources Management	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: 7675	RANGE: 21	PENSION: IMRF	UNION: NU
REPORTS TO: Director of Human Resources Management	LEVEL OF SUPERVISION RECEIVED:		LICENSE/CERTIFICATES: Certification as a safety professional such as Associate's Degree in Risk Management (ARM)

SUMMARY:

Performs a variety of administration, safety, and risk management programs. Functions are aimed at establishing a safe work environment for the members of the Village's workforce, for citizens and for the general public, and protecting the Village's assets. Utilizes technical expertise in assessing potential risk, reviewing accident or liability claims and managing losses. Identifies and recommends areas of needed insurance coverage and claims administration services.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Acts as Village's Safety Officer and ensures workplace compliance in all matters of employee safety and health. Ensures compliance, as required, with OSHA, IDOL, EPA, NFPA, and other safety standards.	5%
2.	Works with appropriate staff to formulate, implement and administer policies, methods and procedures designed to prevent injuries to employees, lessen risk to the public, and reduce loss. Develops and presents safety related training programs in-house and coordinates training programs with outside consultants.	10%

3.	Directs Village-wide loss prevention and safety programs. Selects and directs activities of experts in areas of safety, engineering, and loss prevention. Plans, coordinates, and conducts safety meetings and training sessions on new and existing regulations; selects and distributes safety materials and posters; instructs employees on how to recognize and avoid unsafe conditions which apply to work and work areas.	5%
4.	Participates in the investigation of property damage and personal injury accidents; ensures that claim documents are completed and timely filed, and that the claims administrator properly handles claims. Assists in the preparation of documentation needed for hearings, lawsuits, insurance investigations, etc. Ensures that claim files are complete and in order.	25%
5.	Oversees and manages the self-insured workers compensation and property and casualty insurance programs; utilizes a high standard of customer service in contacts with citizens, employees and the general public as to claims; ensures a fair and as practical timely processing of claims; works closely with third party administrators.	25%
6.	Inspects Village buildings, grounds, work sites and facilities, vehicles and equipment to detect existing or potential risks or health hazards including environmental hazards, and recommends corrective or preventive measures. Analyzes and classifies risk as to frequency and potential severity; prepares operational and risk reports for management analysis.	2%
7.	Reviews insurance agency and other contracts and agreements for language affecting risk management and loss control considerations; reviews documents to identify and rectify deficiencies; ensures that insurance coverage is adequate. Works with various brokers to negotiate, purchase, renew, revise and cancel insurance coverage for workers' compensation, property and casualty, health and life insurance; prepares RFPs and ensures renewals are accomplished in a timely manner.	20%
8.	Develops and implements risk management cost allocation system to identify departments with loss experience; analyzes problem areas and develops programs to reduce loss.	3%
9.	Develops short and long range safety/security related capital improvement recommendations; prepares cost analyses, procedures and reports for safety/security related projects.	2%
10.	Maintains current records of insurance registers, claims, and loss experience; coordinates insurance programs such as group life, medical, and workers' compensation.	3%
11.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Chairs the Central Safety Committee; is a member of the Executive Loss Control Management Team and attends departmental safety meetings.

2. Measures financial impact of risk on organization.
3. Files related insurance policies and contracts with the Village Clerk.
4. Follows Village-wide and departmental safety rules and practices.
5. Operates listed tools and equipment
6. Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: *(Select one – required)*

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. ***(List specific responsibilities below)***

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (PhD)

_____ Degree or coursework should be in...

Occupational health and safety, business or public administration

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here
Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Enter specific application(s) here

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.

- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.

- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.

- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.

- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

Foreign language skills Ability to speak and/or read, write and comprehend...

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u> X </u>	_____	_____
Walks	_____	<u> X </u>	_____	_____
Sits	_____	_____	_____	<u> X </u>
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u> X </u>	_____
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	_____	<u> X </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u> X </u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u> X </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

- Absence of color blindness
- Corrected vision of...
- Uncorrected vision of...

<i>Enter specific vision requirement here</i>
<i>Enter specific vision requirement here</i>

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

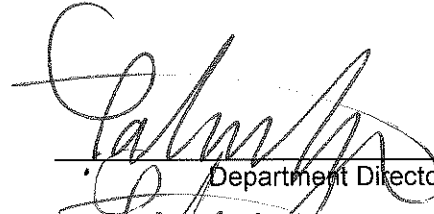
None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	_____	_____	_____	_____ X _____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____ X _____	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____ X _____	_____	_____	_____
Works near moving mechanical parts	_____	_____ X _____	_____	_____
Works in high precarious places, underground, or confined spaces	_____	_____ X _____	_____	_____
Flying debris or airborne particles	_____	_____ X _____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____	_____ X _____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____	_____ X _____	_____	_____
Risk of electrical shock	_____	_____ X _____	_____	_____
Works with explosives or risk of radiation	_____	_____ X _____	_____	_____
Vibration	_____	_____ X _____	_____	_____
Extreme illumination	_____	_____ X _____	_____	_____
Low noise level (Normal voice tones)	_____	_____ X _____	_____	_____
Moderate noise level (Raised voice levels)	_____	_____ X _____	_____	_____
High noise level (Shouting/ear protection may be needed)	_____	_____ X _____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



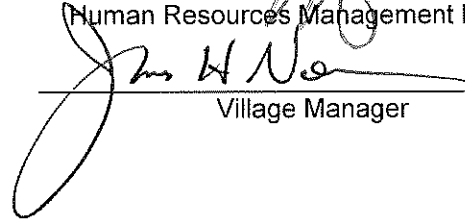
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: 9/02/2010

Revision Date: _____