

R031516C

**A RESOLUTION OF THE NEWTON COUNTY BOARD  
OF COMMISSIONERS APPROVING AMENDMENT OF THE NEWTON COUNTY  
CLASSIFICATION PLAN TO ESTABLISH A NEW  
CLASSIFICATION TITLE RISK MANAGER**

**WHEREAS**, on March 1, 2016 the Newton County Board of Commissioners voted to authorize the creation of a Risk Manager position within the Newton County Human Resources Department; and

**WHEREAS**, the Human Resources Director is responsible for recommending new classes of positions to be established as necessary for the maintenance of the Position Classification Plan and has performed a Job Analysis in accordance with Par. 6.104 of the Newton County At Will Employee Personnel Policy to develop a new Job Description for the Risk Manager Classification Title; and

**WHEREAS**, the Human Resources Director, in accordance with Par. 6.105 of the Newton County At Will Employee Personnel Policy, has prepared a Job Description containing a summary of the essential job functions, qualifications and other duties of the Classification Title, Risk Manager, and such Job Description is attached hereto as "Exhibit A".

**NOW, THEREFORE, BE IT RESOLVED**, the Job Description for the Classification Title Risk Manager (attached as Exhibit "A") is approved by the Board of Commissioners and the Newton County Classification Plan shall be immediately updated by the Human Resources Director to reflect the new Job Description assigned to the Classification Title Risk Manager.

So resolved this 15 day of March 2016.

**NEWTON COUNTY BOARD OF COMMISSIONERS**



Keith Ellis, Chairman

Attest:

  
Clerk to the Board



**NEWTON COUNTY GOVERNMENT  
CLASS SPECIFICATION**

<b>CLASS TITLE:</b>	<b>RISK MANAGER</b>	<b>JOB CODE:</b>
<b>DEPARTMENT:</b>	<b>HUMAN RESOURCES</b>	<b>DATE: 02202016</b>
<b>REPORTS TO:</b>	<b>HR DIRECTOR</b>	<b>SAFETY SENSITIVE: NO</b>

**PURPOSE OF JOB:**

Responsible for planning and implementing the County's comprehensive safety, risk management, workers compensation, and liability insurance programs which identify, evaluate, control and minimize the County's exposure to potential loss or liability. Considerable discretion and independent judgment are exercised in performing work that prevents employee injury, and protects County assets from financial loss, material damage, and claims liability.

**JOB RELATED REQUIREMENTS:**

Regular and predictable attendance is required.  
Must work cooperatively with others.

When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by Newton County safe driving policy.

May be required to work on religious holidays.

**EMERGENCY POSITION:**

This position is designated as an emergency position that requires your attendance at work under all types of emergency conditions. Some examples of emergencies include inclement weather, utility failure, fire or other forced evacuations or as determined by the Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

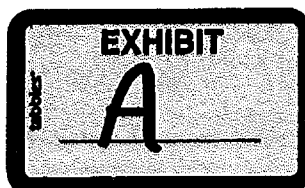
The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Identifies and analyzes risks that would cause financial loss to the County; develops and coordinates programs and policies related to claims, insurance and safety management, risk analysis, and mitigation.

Manages the County's workers compensation program including follow-up of claims, review, and implementation of safety policies and procedures; acts as liaison with third party administrators; maintains the database of workers compensation claims and injuries, prepares reports to review current claims and analyze the financial impact.

Verifies and approves payment for medical procedures related to workers compensation claims and for repairs to County vehicles and property.

Researches and compares costs, types of coverage, and benefits for the County's liability and property insurance and recommends insurance carriers to provide the best coverage at the best price; meets with agents and brokers, provides loss data, asset listings, coordinates departmental input, and completes applications for coverage.



Manages liability insurance including review of claims and losses, establishment of policies, and training to minimize further losses or accidents.

Conducts formalized inspections of job sites, building facilities, equipment and vehicles, for compliance with safety laws, rules, regulations, and ergonomics standards; makes recommendations to correct unsafe conditions.

Coordinates defense of litigation involving the County; interacts with attorneys representing the County, coordinates documents requested by our defense or plaintiff's counsel, attends mediation proceedings, and sets up depositions with County employees as needed.

Receives and investigates reports and complaints concerning employee safety and health; conducts periodic inspections of public parks, and other potential liability sites.

Develops and participates in departmental and division safety committee meetings; offers technical advice and interprets laws pertaining to occupational safety and health.

Recommends changes to safety policies to ensure compliance with Georgia Workers Compensation regulations, accommodation of injuries in relation to the ADA, and consistent with the County's Personnel Policies and Procedures.

Acts as the ADA and HIPAA Compliance Officer; ensures appropriate confidentiality standards are met.

Coordinates a comprehensive safety program and conducts training sessions for supervisors and employees; uses discretion in assisting in the development and updating of the County's safety programs; writes or procures training materials for safety training.

Reviews County contracts for appropriate insurance requirements and legal language to protect the County from perceived losses.

Maintains liaison with insurance carriers for compensation, automobile liability and fire coverage; reviews reports, claims, problems, and questions.

Prepares and maintains records and reports of inspections and investigations.

Maintains a County property database including photographs of all County real estate, tracks values, square footages, remodeling, purchases, costs, locations, and dates of changes  
Performs other related duties as required.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Bachelor's Degree from an accredited college or university in Risk Management, Business Administration, Insurance, Safety Management, or related field and three years of experience in workers compensation, loss control, safety management, or insurance administration; or equivalent combination of education and experience. A valid driver's license is required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of insurance administration, worker's compensation, safety principles and practices.

Considerable knowledge of modern principles and techniques of accident prevention and investigation, risk management, and methods of eliminating hazardous conditions.

Knowledge of laws, codes, regulations, and established policies pertaining to occupational safety and health programs, OSHA, ADA, HIPAA, and EPA regulations.

Ability to exercise discretion and independent judgment in managing the County's worker's compensation and liability insurance programs and establishing policies related to these programs.

Ability to coordinate and conduct comprehensive safety training programs.

Ability to make safety inspections and prepare clear and concise reports. Ability to interpret and carry out complex instructions and assignments.

Ability to establish and maintain effective working relationships with employees, County officials, and representatives from other agencies.

Ability to communicate effectively, orally and in writing.

Ability to make decisions exercising independent judgment.

Must maintain confidentiality of sensitive information.

Ability to prepare and maintain accurate and detailed records

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machinery and equipment including standard office equipment, a computer terminal, and a printer. Must be able to use body members to work, move, or carry objects or materials. This position requires: walking, bending, stooping, standing, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 10 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of legal and administrative documents and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare legal motions and briefs, memorandums, legal opinions, ordinances, resolutions, deeds, contracts, audit letters, policy proposals, legal advertisements, and other documents using prescribed formats and conforming to all rules of

punctuation, grammar, diction, and style. Requires the ability to speak to groups of people with poise, voice control, and confidence.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical, or professional languages including legal, accounting, and real estate terminology.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize and determine percentages and decimals; and to perform special computations such as discount, interest, and proportion.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using computers and office equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items such as computers and office equipment. Must have the ability to use one hand for twisting or turning motion while coordinating the other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.