

## LANCASTER COUNTY RISK MANAGEMENT DIRECTOR

### NATURE OF WORK

This is highly responsible administrative and technical work leading the Risk Management Department, coordinating the Workers' Compensation program, managing the insurance programs for Lancaster County, and ensuring compliance with safety procedures and practices.

Work involves responsibility for the formulation and management of self-insured and fully insured programs which include real property, liability, workers' compensation, casualty, long-term disability, vehicular, cyber, and all other insurable risks, in collaboration with the County's actuary and broker. Work also includes managing, surveying, planning and evaluating risk coverage of governmental property, assets, operations, hazardous classifications, and all other insurable risks. Responsibilities include development and coordination of safety programs, risk mitigation, and loss control efforts; administration of County safety program functions related to pre employment drug testing, random drug testing, and supervisor drug and alcohol training; management of insurance and claims functions including drone insurance and Public Building Commission property and liability coordination; administration of leave functions that intersect with work related injuries, including the Family and Medical Leave Act and the Americans with Disabilities Act; and ensuring that all Risk Management programs are administered in accordance with applicable collective bargaining agreements, with coordination as needed with union representatives on matters related to employee benefits, safety expectations, leave programs, and workers' compensation issues. Additional responsibilities include comprehensive oversight of claims management, budgeting, compliance, and reporting.

An employee in this class is expected to exercise considerable independent judgment and initiative in planning and executing work responsibilities. Work is performed under the general supervision of the County Board of Commissioners with work reviewed in the form of reports, conferences, accuracy, and compliance with local, state and federal regulations, as well as applicable union contracts. Supervision may be exercised over subordinate staff. This is an unclassified position.

### EXAMPLES OF WORK PERFORMED

Direct and oversee all functions of the Risk Management Department in order to effectively achieve goals for a safe work environment.

Assist in the review of First Report of Injury forms and related evidence to determine eligibility and compensability of workers' compensation claims; communicate with witnesses, supervisors, claimants, physicians, and other medical providers; request independent medical examinations when necessary; apply workers' compensation law in order to recommend approval or denial of claims; establish reserve levels; prepare employee files for claims in order to document data, reserves and payments; evaluate and issue appropriate payments for medical bills and claims; prepare and submit required Nebraska Workers' Compensation Court forms; explain legal requirements and procedures pertaining to workers' compensation claims; and coordinate with employing agencies and Human Resources to provide claim information relative to employee's return to work, applicable state or federal leave, and/or accommodation entitlement.

Prepare and present budgets for workers' compensation reserve levels, general liability, self-

insurance and safety and training programs.

Administer and manage automobile liability claims; maintain insurance database and titles of all County vehicles including automobiles, trucks, and heavy equipment.

Investigate property and casualty claims and losses; meet and correspond with County actuary and insurance broker to gather information for County Commissioner's review and approval.

Inventory County assets and evaluate operations subject to risk; structure self-insured programs and acquire insurance coverage by consulting with County agencies and meeting with insurance brokers to purchase appropriate and cost-effective insurance.

Manage the long-term disability program for Lancaster County.

Review legislation related to workers' compensation, self-insurance, loss coverage, commercial transportation requirements, and emerging risk issues.

Conduct and coordinate training relevant to workers' compensation, liability, safety, and injury prevention; represent County at various health and safety functions and events.

Ensure compliance with reporting to the Federal Centers for Medicare Services (CMS) for all claims involving County employees and injured third parties who are Medicare beneficiaries.

Serve as the County liaison between the Lincoln-Lancaster County Wellness Coordinator and the Lancaster County Wellness Committee.

Monitor insurance contracts to determine changes in insurance requirements and coverage.

Develop and oversee organizational wide safety, risk mitigation and loss control programs.

Provide leadership and oversight for County safety program administration, including pre-employment drug testing, random drug testing, and drug and alcohol training for supervisors.

Administer and coordinate insurance and claims functions that support County operations, including drone insurance, Public Building Commission property and liability coordination, insurance renewals, insurance requirement guidance, and management of the contractual insurance review tool.

Manage leave functions that intersect with work related injuries, including Family and Medical Leave Act administration for work related cases, Americans with Disabilities Act coordination tied to work comp claims, and coordination of long-term disability matters in partnership with the benefits team.

Perform related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of workers' compensation laws, rules, and regulations as well as knowledge of applicable local, state and federal legislation.

Thorough knowledge of medical and legal terminology.

Thorough knowledge of the preparation of insurance specifications, bids, and contracts.

Considerable knowledge of all types of risk coverage available including real property, liability or casualty, workers' compensation, long-term disability, vehicular, cyber, and other insurable risks.

Considerable knowledge of insurance claims adjusting and processing of current insurance industry developments and legislation which may affect risk coverage.

Knowledge of financial management including budgeting, payment and billing processes and records maintenance.

Knowledge of all laws pertaining to Centers for Medicare and Medicaid Services and the Federal Reporting Requirements.

Knowledge of training and development principles and methodologies.

Knowledge of commercial drivers licensing requirements and Federal Motor Carrier Safety Administration and Federal Transit Administration laws relevant to County safety and risk programs.

Knowledge of applicable collective bargaining agreements and the ability to coordinate with union representatives on matters affecting employee benefits, safety programs, leave administration, drug and alcohol testing, and workers' compensation processes.

Knowledge of Family and Medical Leave Act regulations and Americans with Disabilities Act requirements, including how these laws intersect with workers compensation processes.

Ability to analyze insurance loss data; prepare complex statistical analysis of loss claims and coverage costs utilizing spreadsheets and other applications; and negotiate settlements of loss claims with insurance carriers.

Ability to obtain, review, document and analyze statements of injured employees and medical and legal professionals.

Ability to establish and maintain effective working relationships with medical providers, legal representatives, County officials, co-workers, employees, claimants, and the general public.

Ability to communicate effectively orally and in writing including delivering presentations and reports.

Ability to lead a team and effectively manage agency resources necessary to ensure a high level of productivity, competency, and internal and external customer service.

## MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, insurance or related field with five years of experience in various types of risk coverage, or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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Manage the long-term disability program for Lancaster County.

Review legislation related to workers' compensation ~~laws~~, self-insurance, ~~and~~ loss coverage, commercial transportation requirements, and emerging risk issues.

Conduct and ~~for~~ coordinate training relevant to workers' compensation, liability, safety, and injury prevention; ~~and~~ represent County at various health and safety functions and /events.

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knowledge of applicable local, state and federal legislation.

Thorough knowledge of medical and legal terminology.

Thorough knowledge of the preparation of insurance specifications, bids, and contracts.

Considerable knowledge of all types of risk coverage available including ~~but not limited to~~ real property, liability ~~(or casualty)~~, workers' compensation, long-term disability, vehicular, cyber, and other insurable risks.

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