

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Risk & Insurance Manager
Department: Risk Management
Reports To: Director of Human Resources & Risk Management
Starting Salary: \$5,382 - \$6,055/month, depending on qualifications/experience plus excellent benefits
Application Deadline: **Open Until Filled**

Summary: Responsible for managing the employee benefits and workers compensation programs, loss prevention programs, all insurance programs (including property and casualty, automobile, general liability and officials and employers liability, etc.) and for establishing and maintaining overall risk management and safety policies.

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Maintains all county insurance policies, endorsements, bonds and claims reports; researches available insurance programs and recommends/develops appropriate bid and proposal specifications; evaluates proposed insurance and benefit programs and formulates recommendations for Commissioners' Court; establishes procedures for the submission of accident reports and handling of claims and performs related duties as required; represents the County in all areas of insurance, health benefits and risk management; acts as liaison between the County, insurance carriers, workers' compensation adjusters, employees and Commissioners' Court; serves as coordinator for the County's insurance and safety committees; closely monitors and evaluates losses and provides verbal and written information to departments, assisting them in loss reduction efforts; drafts written risk management policies; oversees investigation of accidents and injuries and establishes and monitors effective safety programs; identifies and analyzes areas of potential risk and hazard in every phase of county business and recommends remedies for such; analyzes loss history and insurance coverage to determine coverage limits; coordinates documentation of value of County property; interacts with insurance agents, brokers and consultants; manages and coordinates submission of claims; prepares and recommends budget; answers questions and provides information to employees and the public; closely monitors state and federal laws relating to insurance, workers' compensation, and others impacting the work environment of the County; conducts seminars and workshops relating to risk management and loss control, oversees the operations of the Southeast Texas Government Employees Risk Pool.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Personal computer/mainframe computer, adding machine, camera, vehicle and other general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: Bachelors degree with major course work in business, public, personnel or safety administration or related field; ARM and/or CSP designations desirable; and 3 years increasingly responsible experience in claims/loss control, risk management underwriting, workers' compensation or any other combination of education and experience providing the necessary knowledge, skills and abilities to perform the job.

Knowledge, Skills & Abilities: **Knowledge of:** principles, practices and procedures of risk management; methods and techniques of risk analysis, health insurance, managed care, workers' compensation administration, loss control and safety program development; budget procedures and techniques; modern office procedures, methods and computer equipment operation; principles and procedures of financial record keeping and reporting; principles of supervision, training, and performance evaluation; pertinent Federal, State, and local laws, codes, and regulations. **Ability to:** manage and implement a comprehensive County-wide risk management program including risk analysis, workers compensation administration, comprehensive health insurance program administration, loss control, and safety program development activities; monitor and ensure program compliance with related laws and regulations; analyze, interpret, and present information and material related to risk management activities; interpret and apply federal, state, and local policies, procedures, laws, and regulations; develop and manage program budget; prepare clear and concise reports; communicate effectively both orally and in writing with County officials, employees and the public.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; prioritizing; accuracy and attention to detail;

flexibility in order to direct and coordinate a variety of duties and projects and to adapt standards, methods and procedures to differing conditions; meeting frequent deadlines; working in high volume environment; out-of-town travel to attend meetings, seminars, etc.; long, irregular hours at times.

WORKING CONDITIONS: Work is performed primarily in a climate controlled private office environment; may have to travel outside of the office to perform investigation of employee injuries, etc.

PHYSICAL REQUIREMENTS: Work is primarily sedentary; job duties require frequent lifting and carrying of objects weighing up to 10 lbs., such as files, reports, books, etc. and prolonged sitting at desk.

Apply at: Human Resources Department
Jefferson County Courthouse, 1225 Pearl St. Suite 201, Beaumont, TX 77701
Phone: (409) 839-2391
Fax: (409) 839-2399

E-mail APPLICATION/RESUME to: hrdept@co.jefferson.tx.us

Application may be found @ <https://co.jefferson.tx.us/Careers>

Please use Microsoft Word or PDF when submitting applications.

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status (disabled), genetic information, sexual orientation, gender identity or expression, or political affiliation in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201 Beaumont, Texas 77701.