

RISK MANAGEMENT ASSISTANT III



Department:	Human Resources	Reports To:	Risk Manager
Division:	Administration	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:		Date of Approval:	
Pay Grade Level:	6		

JOB SUMMARY

Assist the Risk Manager by performing the required daily work activities of Risk Management. Performs work tasks in facilitation of preparing for or assisting in the planning, directing, and coordination of the safety program associated with the risk reduction and insurance programs of the Lafourche Parish Government by performing the following duties. Knowledge of different types of insurance programs such as: Liability, Property, Medical, and Workers' Compensation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Loss Control
- Provides necessary reports and data in facilitation of insurance negotiations, selection of insurance brokers and carriers, and types of insurance
- Assists with policy renewals, claims, issuance of certificates, budget planning, and risk minimization programs
- Assist in recommending appropriate techniques, programs, and policies to minimize loss, such as avoidance, loss prevention, and reduction
- Manages the loss prevention and safety programs, including the Lafourche Parish Government Substance Abuse Testing Program which involves ensuring that parish departments and divisions are conducting safety meetings in accordance with parish policies and procedures, scheduling of random drug tests, maintaining accurate and confidential records, and facilitating tests required as a result of circumstances posing reasonable suspicion of violation with the Lafourche Parish Drug-Free Workplace policies and regulations
- Analyzes history of accidents and claims against the Parish and inspects scenes of accidents to determine causes and to develop accident prevention and associated safety programs

- Assists in the preparation of the annual departmental operations and maintenance budget and capital improvements budget
- Assists in the completions of the annual audit by maintaining and providing departmental finance records
- Assist in the management of the insurance programs of the Lafourche Parish Government including liability, property, group life, medical, and workers' compensation
- Analyzes and organizes office operations and procedures such as preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services
- Maximizes office productivity through proficient use of appropriate software applications
- Inspects parish properties such as buildings, public works operations, vehicles, and recreational facilities to evaluate physical conditions, safety practices, and hazardous premiums
- Researches and develops resources that create timely and efficient workflow

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Responsible for the establishment and maintenance of all records and reports: Including the handling of Fixed Asset for the Parish
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

May supervise part-time, temporary, and permanent employees in the performance of job duties.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Bachelor's degree from four-year college or university; or two (2) to four (4) years related experience and/or training; or equivalent combination of education and experience in the technical and programmatic aspects of governmental emergency management and planning and risk assessment and loss prevention programming; General knowledge of local government responsibilities and programs associated with proper public works management. General knowledge of Insurance terminologies, programs, and policies associated with the all types of insurance.

Must be capable of handling a variety of public service situations that may arise after normal working hours; Specific abilities include the availability to be on call on occasion, knowledge of departmental personnel capabilities and procedures to be followed in properly responding to after-hours calls.

Language Skills. Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, business and industry, and elected officials.

Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, and volume.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Microsoft Word, Excel), business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is regularly required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, wet or humid conditions, moving mechanical equipment and parts, fumes, or airborne particles, toxic or caustic chemicals, and extreme heat. The noise level in the outdoor work environment is noisy.