

# RISK MANAGER

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<b>Department:</b>		<b>Reports To:</b>	
<b>Division:</b>		<b>Location:</b>	
<b>FLSA Status:</b>	Exempt	<b>Classification:</b>	Full-Time/Civil Service
<b>Approved By:</b>	Civil Service Board	<b>Date of Approval:</b>	June 2004
<b>Pay Grade Level:</b>	9		

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## JOB SUMMARY

Plans, directs, and coordinates risk and insurance programs of organization to control risks and losses by performing the following duties personally or through subordinates.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Manages insurance programs of the Lafourche Parish Government including liability, property, group life, medical, retirement, and worker's compensation
- Analyzes and classifies risks as to frequency and potential severity, and measures financial impact of risk on Parish operations
- Selects appropriate techniques and implements programs and policies to minimize loss, such as avoidance and loss prevention and reduction
- Assists in insurance negotiations, selection of insurance brokers and carriers, and the placement of insurance
- Assists with policy renewals, claims, issuance of certificates, budget planning, and risk minimization programs
- Prepares operational and risk reports for analysis by parish administrative personnel
- Directs loss prevention and safety programs
- Inspects parish properties such as buildings, public works operations, vehicles, and recreational facilities to evaluate physical conditions, safety practices, and hazardous situations
- Measures insured areas, calculates area/square footages, and records description and amount of stock, and photographs to identify factors affecting insurance premiums

- 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, as needed
- Prepares, either personally or through subordinate personnel, written reports of findings and recommendations for correction of unsafe or unsanitary conditions
- Confers with parish employees and management personnel to induce compliance with safety standards and policies
- Assists in the preparation of the annual departmental operations and maintenance budget and capital improvements budget, as needed
- Assists in the completions of the annual audit by maintaining and providing departmental finance records

Other duties may be assigned.

### **ADDITIONAL RESPONSIBILITIES**

- Responsible for the establishment and maintenance of all records and reports for assigned areas of responsibility
- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises assigned personnel; carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **COMPETENCIES**

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

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Shares expertise with others.

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

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

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Improves processes, products and services.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Innovation - Develops innovative approaches and ideas.

## **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 or higher from four-year college or university; or two (2) to three (3) 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; Substantial knowledge of local government responsibilities and programs associated with proper public works management required.

**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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**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 have good knowledge of the methods, practices, and procedures in proper personnel administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, 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 50 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.