

## Worcester County Job Opportunities

**DEPARTMENT:** HUMAN RESOURCES  
**JOB TITLE:** RISK MANAGER  
**COMPENSATION:** NON-CLASSIFIED (\$65,000- \$85,000 BASED ON QUALIFICATIONS)  
**APPLICATION PERIOD:** UNTIL FILLED  
**LOCATION:** PRIMARY LOCATION GOVERNMENT CENTER IN SNOW HILL; WORK CONDUCTED ACROSS WORCESTER COUNTY

**JOB SUMMARY:** This full-time position is responsible for managing the safety and risk programs to protect the safety and health of Worcester County Government employees and county assets. This position will plan, direct, and coordinate the risk insurance programs of the county to control risks and losses. The Risk Manager supervises a Human Resources Specialist and reports to the Human Resources Director.

### **GENERAL REQUIREMENTS:**

- Essential personnel subject to emergency call-back with little or no notice
- Safety Sensitive position requiring drug and alcohol testing
- Pre-employment background check and motor vehicle history
- Normal work schedule in the office is Monday-Friday 8:00am-4:30pm. Requires evening or weekend hours for investigations or drug and alcohol testing.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Manages the county's property, casualty, safety, and worker compensation loss control programs to protect the county's employees and assets.
- Manages liability and casualty insurance programs. This includes claims administration (receipt, adjustment, settlement, or denial of claims filed against the county with the appropriate insurance company), renewals, and audits.
- Works as the Liaison to third party insurance companies. Primary liaison to LGIT and Chesapeake Employer's Insurance companies.
- Conducts annual inspections of all properties to ensure compliance with safety programs and proper insurance coverage.
- Ensures all county vehicles and equipment are properly insured and current registration documents are given to the Department Head to be in every vehicle.
- Manages in-house cost containment/loss control procedures
- Manages workers' compensation program for the county and 10 Volunteer Fire Companies including insurance coverage, accident prevention and follow-up, hazard abatement, etc. and maintains contact with injured workers and respective supervisors providing information and assistance to the injured worker until able to return to work. This includes tracking lost time, restricted duty, and proper TTD payments.
- Develops, advises, and monitors comprehensive safety programs, policies, and procedures for all County workplace locations.
- Assists department heads in execution of risk prevention programs to ensure compliance with federal, state, and local regulatory agencies such as MOSH, OSHA, NIOSH, EPA, MDE, DOT, COMAT, DOJ, ADA, and other safety related agencies.
- Evaluates safety and health programs by translating safety and loss data into usable management tools and reports, tracking trends, and by creating and sending scorecards and reports to departments.
- Maintains OSHA logs for all county facilities and posts by the February 1<sup>st</sup> deadline. Responds to requests from the state on occupational data timely.

- Assists Supervisors/Managers with investigations of traffic accidents involving county vehicles, damage to county property, and work-related employee accidents that may include afterhours support.
- Manages the drug and alcohol testing program and maintains Breath Alcohol Technician certification. Oversees the quarterly random drug and alcohol testing with 3<sup>rd</sup> party.
- Manages the Federal Motor Carrier Act requirements for employees with CDL licenses to ensure the federal registry is maintained along with proper CDL licenses and DOT medical cards.
- Works with county employees, contractors, external stakeholders, other agencies, and the public.
- Provides training and/or resources for required training programs and makes public presentations.
- Participates on wellness committee, local Risk Manager committee, and other committees as assigned.
- Communicates clearly, concisely, and professionally and represents the county with integrity.
- Stays current on industry standards and developments with respect to risk management, insurance and legal issues through research, continuing education, and outside professional affiliations.
- Ensures confidentiality of information and records and complies with record retention schedule
- Able to cross train and back up other staff as needed
- Complies with safety programs, procedures, training, fire drills, COOP plans, etc. and works safely
- Supervises the Human Resources Specialist to ensure proper recordkeeping
- Supports and enforces Worcester County Personnel Rules & Regulations.
- All other related duties as assigned by the Human Resources Director or Deputy Director.

**QUALIFICATIONS AND SKILLS:**

- Possesses a bachelor's degree in occupational safety preferred or at least 5 years of equivalent experience in risk management, claims management, workers' compensation, property and casualty insurance, general and auto liability, or occupational health and safety programs.
- Possesses broad knowledge of risk management and safety management required
- Certified BAT and Professional Collector for drug and alcohol screenings preferred. Must obtain within the first 90 days if not certified.
- Certified First Aid/AED instructor preferred. Must obtain within the first 90 days if not certified.
- Certified traffic incident management preferred. Must obtain within the first 120 days if not certified.
- Experience investigating job related accidents and incidents.
- Experience with federal, state, and local regulatory agencies and audits such as MOSH, OSHA, NIOSH, EPA, MDE, DOT and other safety related agencies and knowledge of applicable laws.
- Experience with DOT and Federal Motor Carrier regulations.
- Experience preparing and maintaining OSHA logs
- Experience writing risk and safety plans
- Experience training in safety related topics like NIMS, hazardous communication, confined space etc.
- Experience filing and managing worker's compensation claims and property or loss claims
- Experience working with LGIT and Chesapeake Employer's Insurance preferred

- Supervisory experience of at least 4 years
- Possesses a valid driver's license and driving record of less than 4 points (MD).
- Willingness to assume responsibility and motivate others.
- Able to establish and maintain harmonious working relationships with staff and the public using tact, discretion, sound judgment, and professionalism
- Self-starter that takes initiative and has a sense of urgency
- Able to communicate effectively in writing and verbally with staff, public, and vendors
- Able to deliver public presentations and training
- Able to perform work correctly, accurately, and consistently
- Able to compose confidential and non-confidential correspondence and maintain confidentiality
- Able to follow verbal and written instructions; keep records and logs; complete written forms accurately
- Able to apply acquired knowledge to increasingly varied and complex tasks
- Able to meet deadlines timely and follow directions
- Able to work effectively with little supervision and minimal direction
- Able to work in a fast-paced environment with interruptions
- Able to maintain the highest confidentiality of personnel related information
- Able to prepare reports, analyze data, prepare trend analysis etc. Able to create and maintain Excel spreadsheets with formulas.
- Able to define problems, collect data, establish facts, and draw valid conclusions.
- Experience with New World and Docuware preferred
- Experience with Microsoft Word, Excel, and PowerPoint
- Must have a team-oriented work ethic and ability to collaborate

**SAFETY ANALYSIS:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (75-100% of the time)*

The work is performed both indoors and outdoors. Light Work: Constant viewing, hearing, talking, sitting, standing; Frequent walking and pushing, pulling, lifting, and moving of objects up to 25lbs; Rarely up to 75lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces. May need to work outside in different weather conditions for investigations.