



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**Assistant Director of Risk
Management**

DATE ADOPTED: 01/04/2018

LAST REVISION: 9/7/2023

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DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting the Director of Risk Management in the development, administration and analysis of a comprehensive risk management and insurance administration program for the County. This position performs managerial duties and assists the Risk Manager in reviewing all County operations, programs and facilities to identify and analyze risks that would cause major financial loss to the County. The municipal insurance needs of the County cover a wide scope of areas including, but not limited to, property and liability, Worker's Compensation, employee benefits, malpractice, automobile, marine, aviation and boiler and machinery. Responsibilities include assisting with implementation of policies and procedures relating to the administration of insurance programs, safety programs, claim settlement and the prevention of losses. Work is performed under the general direction of the Director of Risk Management. The incumbent works very closely with the Department of Human Resources, staff of the County Executive and Budget Office, County Attorney's Office and the Finance Department in the administration of established risk management programs to meet all the financial and legal needs of the County. The incumbent can be expected to coordinate and work with brokers and support staff, third party administrators and support staff and a number of other outside vendors that provide services to Risk Management. Supervision is exercised over subordinate safety and benefits/claims staff.

TYPICAL WORK ACTIVITIES:

Typical work activities performed by incumbents in this title include those listed below in addition to those work activities assigned by the Director of Risk Management. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed, which could reasonably be expected to be performed by an employee in this title.

1. Consults with the Director of Risk Management on all matters and in all areas of assigned responsibility and in providing technical assistance on all insurance related matters to County administrators, department heads and County negotiating teams;
2. Exercises administrative direction over day-to-day operations of the unit, including staff supervision, training, payroll and time off requests, etc.;
3. Oversees the auto liability and repair process, including but not limited to eligibility, investigation and claims processing, subrogation and settlement, ensuring determinations are made in conformance with established administrative guidelines and directives, contract provisions and all applicable legal requirements and restrictions;
4. Oversee the Unit's administration of employee and retiree health benefits, which may include medical leaves of absence (for example: Workers' Compensation, Paid Family Leave (PFL), Disability, etc.);
5. Gathers information to assist in the investigation of accidents, injuries and notice of claims, and oversees the preparation of material and evidence for County use in hearings, law suits and insurance investigations;
6. Participates in reviews of contracts, leases and permits entered into by the County to ensure that all necessary insurance coverage and safety standards are met;
7. May assist in the oversight of regulatory compliance activities, including but not limited to Drug and Alcohol Testing, On-Line Regulatory training, reasonable accommodation, workplace violence, etc.;
8. Keeps up to date on all Federal and State legislation and regulations related to health and all other insurance coverage and administration requirements, changes and reforms, all work place safety and health requirements, and obtains periodic training as necessary.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the risk management and risk financing techniques for all lines of insurance; thorough knowledge of the principles and practices of administration; thorough knowledge of all Federal and State legislation and regulations related to health and all other insurance coverage and administration requirements; thorough knowledge of current developments, literature and sources of information in the insurance field; good knowledge of the advantages and disadvantages of all types of insurance coverage including self-insurance; good knowledge of accounting principles and practices; good knowledge of safety principles and practices and the regulations, such as OSHA and PESH, governing safety in the work environment; good knowledge of the principles and practices of supervision; ability to analyze insurance needs based upon past claims and projected future claims; ability to read and interpret insurance policies; ability to deal effectively with a wide variety of people; ability to analyze statistical and factual data and to arrive at sound conclusions; ability to prepare and understand technical and statistical reports; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS*:

- EITHER: (A) Bachelor’s degree or higher in Business Administration, Public Administration, Accounting, Finance or a closely related field and three (3) years of work experience in program administration related to insurance, benefits, contracts or safety, one (1) year of which must have been in a supervisory capacity;
- OR: (B) Associate’s degree in Business Administration, Public Administration, Accounting, Finance or a closely related field and five (5) years of experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity;
- OR: (C) An equivalent combination of the training and experience within the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position

- *NOTES:** 1) Supervision must have been in the area of the program administration.
 2) For qualifying work experience, program administration is defined as responsibility for the day-to-day operations of the program, including but not limited to planning, coordinating, developing and implementing procedures, budgets, reports, etc., at a level that is not clerical/data entry, ministerial in nature or related to determining eligibility.
 3) Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: Management/MD		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO Category: O/A	FLSA: Non-OT Eligible	WC Code: Clerical	NYSLRS Job Code: Office Staff
REVISION HISTORY: 1/4/2018; 3/20/2018; 9/7/2023			