



HOWARD COUNTY GOVERNMENT
invites applications for the position of:
Risk Manager and Safety Manager
(Administrative Manager) - County
Administration

An Equal Opportunity Employer

SALARY:

\$43.46 - \$78.90 Hourly
\$90,403.04 - \$164,105.76 Annually

OPENING DATE: 10/11/22

CLOSING DATE: 10/25/22 11:59 PM

POSITION SUMMARY/CLASS DESCRIPTION:

Howard County

Conveniently located in the heart of central Maryland between Baltimore and Washington, Howard County offers the charm of a historic past mixed with the excitement of a cosmopolitan community.

Howard County is a leader in innovation, sustainability, and consistently ranked as one of the best places to live and work! We are looking for outstanding individuals to join our team.

What are we looking for?

We're looking for an exceptional **Risk and Safety Manager** in the Howard County Risk Management and Safety Division.

What you'll like most about working at Howard County:

- We are committed to workplace excellence.
- We take great pride in offering our workforce the best benefits and compensation packages in County Government, and we think you will too. This includes great medical, retirement, wellness programs.
- Everyone at Howard County Government contributes to the development of programs, regardless of role. Your input will not only be heard; it will be encouraged.
- As a member of our HR team, you'll be driving our culture and what makes us an amazing place to work.

This is advanced professional level administrative and technical work managing the activities of the Howard County Risk Management and Safety Division. The Division is responsible for the County's property and casualty claims administration, safety and loss control, insurance, and self-insurance programs with major emphasis on protection of the County's employees and assets. Coverage and services provided under the Risk Management Program extend to several County affiliated agencies. Contacts with others are extensive, diverse, and critical, including contacts with other governmental agencies, the general public and County employees at all levels.

CLASS DESCRIPTION:

Performs senior administrative work, which may include supervision, under general supervision from an administrative or technical superior. Work includes directing and coordinating significant departmental administrative programs, preparing, and monitoring complex budgets and performing management studies to effect efficiency and cost-effective operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following. Other related duties may be assigned.

Serves as the Risk and Safety Manager for the County and manages the day-to-day operation of the Risk Management and Safety Division. Lead the work of key programs, including Risk Control, Safety, Health, Liability, employee and third-party claims and the liability insurance portfolio for the County. Supervise and provide technical guidance to staff. Directs work during absences to assure that critical workflow is not interrupted.

Sets and implement short-term and long-term goals and objectives for the program. Maintain current knowledge of changes in industry standards and developments with respect to risk management, insurance, and legal issues through research, continuing education, and outside professional affiliations.

Key functional responsibilities include, but are not limited to,

Safety Program

Oversee physical and work site inspections for adherence to County safety policies, MOSH/OSHA, and reduce hazards to county employees, property, and/or visitors. Provide comprehensive program management, project management, contract management, and expert consultation.

Develop and implement programs to reduce accidents and injuries of employees and patrons.

Develop and implement workplace safety and liability mitigation training to ensure understanding with relevant state and federal safety and health regulations, current policies, and sound risk management practices.

Conduct risk assessments of County operations, recommend corrective actions, and monitor public health and occupational safety. Support a wide range of activities, such as performing job site safety inspections, drafting safe work procedures, and performing or coordinating training.

Recommend and develop safety procedures and directives. Research, analyze and draft policies to ensure compliance with federal/state requirements, best practices, and improve existing protocols.

Lead accident investigations pertaining to workplace safety and liability concerns.

Supervise and coordinate the contracting activities. Reviews specifications for insurance coverage, safety reviews and special studies. Monitor coverages to ensure timely renewal of coverages.

Chair panels to evaluate bids and approves contract award in coordination with corporate purchasing. Monitor work of consultants or contractors. Reviews and certifies invoices for payment; and otherwise manages contracts.

Serve on internal committees and boards such as the Risk Management Committee, Accident Review Board, and the County's Disability Review Board.

Communicate and present technical information to audiences in a manner that facilitates comprehension and awareness in all audiences, from lowest grade to senior management.

Insurance Functions

Manage the County's insurance portfolio. Analyze internal programs and provides recommendations for minimizing risk levels and procuring necessary insurance.

Identify trends and make recommendations. Serves as liaison with insurance brokers to ensure efficient and effective service.

Prepare and submit all required State of Maryland applications and reports to assure the County's compliance with self-insurance regulations for the Maryland Worker's Compensation Commission and Motor Vehicle Administration. (4 Annual reports)

Supervise the placement and renewals of commercial insurance, contracts for third party administration of self-insured claims, and all related contract services. Monitor and complete renewals and Request for Proposals (RFPs) to ensure timely completion.

Develop insurance recommendations, coordinate insurance procurement packages, prepare policy renewal applications, maintain underwriting data, evaluate competitive quotes for commercial insurance coverage and place appropriate coverage. (Policies renew annually; underwriting data is maintained on an ongoing basis)

Act as a liaison with commercial insurance carriers and assure that excess claims are reported properly. Oversee recovery of funds from persons responsible for damage to County property and workers' compensation costs.

Review contracts to determine appropriate insurance requirements and potential liability to the County.

Financial Responsibilities

Prepare the program's annual operating budget and monitor expenses to assure budget compliance during the fiscal year. (Annually)

Determine the allocated cost of self-insurance charged back to all County departments and agencies who participate in the self-insurance program using analysis of loss history, current exposure, and projected liabilities. (Annual Project, uses data maintained on an ongoing basis).

Coordinate, develop and manage in-house cost containment/loss control procedures.

Facilitate annual actuarial analysis of the self-insurance fund. Work with actuaries to evaluate the solvency of the fund and make recommendations to upper management for appropriate funding. (Annual Project, uses data maintained on an ongoing basis).

Claims Administration

Provides day-to-day oversight of self-insurance and commercial insurance programs to ensure cost containment measures, claims projections, and management analyses are accomplished.

Manage Workers' Compensation program to include appropriate coordination with departments, employees, and human resources on decisions by the TPA.

Manage liability program to include risk assessments and oversight/administration of liability claims.

Manage the Risk Management Self-Insurance Program covering claims involving damage to County vehicles, property, and equipment ("first party claims"); claims arising from damage or injury to citizens for automobile, general liability, property, public official's liability, law enforcement liability and environmental exposures ("third party claims") and claims arising from employee on-the-job injuries ("workers' compensation claims".)

Supervise all activities of the contracted Third-Party Claims Administrator and outside defense counsel.

Supervise the claims management function involving the receipt, adjustment and settlement or denial of claims filed against the County. After complete investigation, refer appropriate claims to the Office of Law for defense and assist as needed during the litigation process.

Authorize payment and denial of liability, property and workers' compensation claims in accordance with designated authority; provide request and justification to the Risk Management Committee for settlement authority for claims in excess of authority limit.

Respond in person to major incidents involving damage to County property or other significant events.

Resolve problems and citizen complaints regarding claims or make recommendations to upper management for the resolution of complex problems and disputes involving citizen's claims against the County or allied agencies.

Emergency Management

Work with County Emergency Management personnel to coordinate Risk Management's role in County Government emergency response. Participate in activities related to Emergency Management as requested including work outside normal business hours.

MINIMUM REQUIRED EDUCATION/EXPERIENCE:

Bachelor's degree and six years related experience; or equivalent combination of education and experience.

PREFERRED EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES:

Bachelor's degree in Occupational Safety and Health, Industrial Hygiene or related field or professional credentials in Certified Safety Professional, Certified Industrial Hygienist, or related field is highly desired

Demonstrated experience implementing occupational safety and health compliance programs and understanding of state/federal safety regulations.

Demonstrated experience and ability to lead regulatory or programmatic initiatives with minimal day-to-day oversight.

Experience working with a Self-Insurance Program covering areas such as workers' compensation, property and casualty coverage is desired.

Experience with claims investigation and adjusting and litigation management for automobile, property, general liability, and workers' compensation is desired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. The employee must be able to travel to meetings, accident scenes and job sites independently and with little notice.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and adverse conditions inside damaged structures.

The noise level in the work environment is usually quiet to moderate.

LANGUAGE SKILLS, MATHEMATICAL SKILLS, AND REASONING ABILITY:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to apply principles of logical or legal thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, actuarial analysis, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES AND REGISTRATIONS:

Possession of a valid driver's license.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.howardcountymd.gov>

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