

Middletown, CT Job Description

Classification Title	Risk Manager
Job Code	
Department	Office of General Counsel
Union Group	Non-Representation
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to administer employee health insurance benefits, workers' compensation and property and liability insurance programs. Provides risk control information to the City departments. ~~The work is performed under the direction of the City Attorney.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Administers employee health insurance benefits. Coordinates health benefits enrollment. Updates insurance eligibility of employees and retirees. Authorizes payment of medical/dental claims. Develops and implements wellness program. Provides benefit information during collective bargaining negotiations. Reviews and approves COBRA notices and payments.
- ~~Administers, workers' compensation claims program. Communicates with outside legal counsel. Reviews and advises on settlement recommendations. Assists in providing light duty accommodations. Reviews and approves invoices for payment of claims. Calculates pension offset. and property and liability insurance programs; communicates with employees, union officials, retirees, City departments, the public and outside agencies regarding the City's three comprehensive insurance programs.~~
- Ensures compliance with federal mandated health care regulations and subsidy programs.
- Provides risk control information to City departments. Designs and implements employee training programs to minimize risk exposure. Reviews and interprets coverage provided by the City's insurance policies. Supervises safety inspections. Provides safety information to departments.
- ~~Supervises secretarial staff; provides instruction and training; plans, coordinates, assigns and reviews work; maintains standards and evaluates performance. Oversees the work of outside agencies and consultants providing insurance service to the City.~~

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- ~~Assists outside consultant in the preparation of the fiscal budget for all insurance programs; monitors insurance budget; reviews and approves invoices for payment; confirms self-insured medical/dental claim withdrawals directly from the City's bank account. Reviews and approves COBRA notices; supervises billing and collection of COBRA and direct retiree payments.~~ Monitors insurance budget. Prepares fiscal budget for all insurance programs. Reviews insurance loss run reports. Prepares risk assessment for liability insurance carrier.
- ~~Maintains complete inventory of City property, vehicle and equipment schedules to ensure adequate insurance coverage. Coordinates loss control programs and safety inspections; prepares loss projections.~~
- ~~Chairs the Mayor's Safety Committee; composes agendas and meeting minutes; attends and provides information to the Insurance and Claims Committee; provides status reports detailing current financial condition of workers' compensation and property/casualty insurance funds. Participates in and provides information during collective bargaining negotiations.~~
- Coordinates health benefit enrollment meetings. ; ~~p~~Performs interviews with new and terminating City personnel to educate them regarding benefit options. ; ~~u~~Updates insurance eligibility of all employees and retirees.
- Prepares insurance requirements for contracts. ; ~~r~~Reviews and approves Certificates of Insurance received ~~from~~from vendors for compliance. Assists in preparing RFPs and bid documents. Maintains ~~insurance contracts and advises insurance carriers of changing conditions.~~ inventory of city property and informs insurance carriers and consultants of changes. Reviews contracts, leases, memorandum of understanding and other documents for potential City liability.
- ~~Oversees OSHA reporting as required; logs injuries and prepares annual reports.~~
- ~~Provides advice to City departments and employees regarding safety; assists in providing light duty accommodations for injuries and illnesses.~~
- ~~Assists the City's third party claim administrator in workers' compensation claims. Receives and oversees the handling of general and auto liability and physical damage claims involving the City. Coordinates the reporting of all claims filed against the City or against a third party on behalf of the City.~~
- ~~Reviews contracts, leases, reports and other documents for potential City liability.~~

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- ~~• Provides outstanding liability information on all insurance programs to the City's auditors.~~
- ~~• Maintains department files, records and databases.~~
- ~~• Assists in developing claims handling procedures.~~
- ~~• Provides testimony as needed.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree ~~and workers' compensation, negligence, contracts, insurance and employee benefits experience.~~ ~~in Business Administration or Management with five to seven years of broad insurance experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

PREFERRED QUALIFICATIONS

Law degree

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the a~~A~~bility to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.~~
~~Requires the a~~A~~bility to implement decisions based on such data, and oversee the execution of these decisions.~~
- ~~• Requires the a~~A~~bility to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~
- ~~• Requires the a~~A~~bility to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, insurance policies and claims, inventories, status reports, collective bargaining agreements, contracts, program reports, statutes, procedures, guidelines and non-routine correspondence.~~

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- ~~Requires the ability to communicate orally and in writing with the City Attorney and all department staff, City Department Heads and employees, Mayor, boards, outside agencies, consultants, contractors, vendors, service providers and the public.~~ Ability to read, understand, interpret and apply laws and regulations
- Knowledge of Connecticut Workers' Compensation Act
- Knowledge of City department operations to assess potentially dangerous conditions
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit

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- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

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WORKING CONDITIONS

The working conditions 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.

- ~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/13/15
Dates revised	