



**ASSISTANT DIRECTOR OF RISK MANAGEMENT**  
**Department of Human Resources/Risk Management**  
**Salary: \$60,208**

This is a provisional position pending a future civil service examination. 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 policy and procedure 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 performed 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. Consults with the Director of Risk Management on all matters and in all areas of assigned responsibility. Exercises administrative direction and supervision over all activities of the department. Assists in administering insurance programs of the County and ensures that all policy interpretations relating to eligibility, claims processing, etc. are made in conformance with established administrative guidelines and directives, contract provisions and all applicable legal requirements and restrictions; assists and participates in the investigation of accidents and injuries and oversees the preparation of material and evidence for County use in hearings, law suits and insurance investigations; assists in reviews of recommendations from contract agencies on the settlement of claims and the establishment of reserve funds and takes appropriate action; assists in reviews of contracts and leases entered into by the County to ensure that all necessary insurance coverage and safety standards are met; aAssists with oversight of the claims processing and record keeping functions of all group insurance programs; maintains current knowledge 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 recommends all necessary actions to ensure that the County is in compliance with all requirements, and presents alternatives to ensure that all programs are administered in the most efficient and effective manner;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

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 laws, rules and regulations pertaining to insurance, such as General Municipal Insurance Law, Worker's Compensation Law and business law; 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:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration, Accounting, Finance or a closely related field and one (1) year of full-time paid administrative work experience, at an executive level, in the areas of risk management, insurance administration, contract preparation and administration and occupational workplace safety and health administration;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration, Accounting, Finance or a closely related field and three (3) years of full-time paid administrative work experience, at an executive level, in the areas of risk management, insurance administration, contract preparation and administration and occupational workplace safety and health administration;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Public Administration, Accounting, Finance or a closely related field and five (5) years of full-time paid administrative work experience, at an executive level, in the areas of risk management, insurance administration, contract preparation and administration and occupational workplace safety and health administration;
- OR: (D) An equivalent combination of the training and experience within the limits of (A) through (C) above.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Driver's license is required.

**NOTE:** Executive level work experience shall have consisted of an independent level of management and/or administrative responsibility acting as, or reporting directly to a superior acting as, the chief executive, financial or operating officer of an organization, and including the independent performance of administrative supervision of two or more subordinate work units within the organization, each having no less than two (2) full-time employees in the unit.

**NOTE:** Administrative work experience shall have consisted of responsibility for planning (forecasting, setting goals, determining priorities, etc.), organizing (definition and delegation of lines of responsibility and authority) and controlling (setting performance standards, policy setting and interpretation, etc.) for a defined program.

**NOTE:** Experience in insurance administration must have been an executive level of experience in at least eight (8) of the following areas: health, dental and optical insurance; life, disability, long term care and accidental death and dismemberment insurance; New York State Worker's Compensation insurance; New York State Unemployment Insurance; automobile insurance; medical and professional malpractice and liability insurance; general liability insurance; property, facility and equipment insurance; fire and damage insurance; and stop loss/gap insurance.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before January 26, 2018 to:

Dutchess County Department of Human Resources  
22 Market Street, Poughkeepsie, NY 12601  
Phone: 845-486-2169  
Website: [www.dutchessny.gov](http://www.dutchessny.gov)  
An EEO/AA Employer

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