**DIRECTOR OF INSURANCE AND RISK MANAGEMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and managerial work of a complex nature involving responsibility for planning, coordinating and implementing a variety of insurance and safety programs for the County of Rockland. The work includes reviewing, and evaluating risk of loss coverage programs to protect properties, physical assets and human resources from loss, as well as for reviewing and evaluating and implementing employee health insurance plans. The work is performed under the guidelines and objectives established by the County Executive and appropriate government agencies and in consultation with the County Attorney, as needed. Supervision is provided to professional, technical and clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**
- Develops policies and procedures and makes recommendations regarding the administration and implementation of employee health insurance and safety and liability programs for the County of Rockland;
- Develops and negotiates new contract terms, as needed;
- Administers the County’s self-insured liability fund, including but not limited to fund budgeting, program development and monitoring, vendor solicitation, internal and external claim reviews and audits, management of litigation and legal defense funds and procedures, etc.;
- Attends and monitors trials in order to ensure that the County’s interests are protected and testifies at trials, as needed;
- Participates in negotiations regarding property damage and personal and bodily injury cases;
- Administers a fund for expenses not otherwise covered by insurance policies (i.e. automobile repairs, minor theft, etc.);
- Develops standards and requirements for purchasing insurance, reviews contracts to ensure compliance with insurance and indemnification requirements, as needed, and prepares information for contracts and bids;
- Reviews all County contracts and leases to assure compliance with insurance and indemnification requirements;
- Prepares RFPs for vendors and develops and implements policies and procedures for developing and monitoring vendor contracts;
- Oversees the County’s Employee Wellness Program, develops contract requirements for vendors, and monitors the efficacy of vendors, and coordinates the County’s workplace wellness programs;
- Negotiates with carriers for adjustment of losses;
- Oversees the Workers Compensation procedures and processes and manages third party administrators for Workers Compensation and liability;
- Acts as an advisor to Worker’s Compensation Self-Insurance Plan Committee by dealing with the professional claims service, reviewing claims reports, planning agendas, revising procedures, etc.;
- Promotes safety in the workplace through meetings with department heads and the claims service’s representatives;
- Provides guidance and explains benefits to employees and representatives in local towns, villages and other local municipalities as such benefits pertain to coordination of programs and health insurance programs;
- Serves on committees and attends meetings and conferences, as needed.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of laws, rules and regulations related to a variety of insurance programs including health insurance, workers’ compensation and liability insurance; good knowledge of alternative means of coverage such as self-insuring or pooling; good knowledge of claims processing and settlement; good knowledge of risk management and modern safety practices; ability to prepare written or oral reports; ability to analyze, classify and rate insurance risks and loss expectancies; ability to act as a liaison to advice and/or resolve differences between departments, the County, insurance carriers and/or outside agencies; ability to supervise the work of others.

MINIMUM QUALIFICATIONS: Graduation from a recognized college or university with a Bachelor's degree and six (6) years of professional experience* in the insurance field, at least two (2) years of which must have substantially included the administration or supervision of insurance professionals and/or para-professionals.

NOTE:
1. Possession of a New York State Life, Accident and Health Insurance license may be substituted for the Bachelor's degree.
2. A Bachelor's degree in Business Administration, Accounting, Public Administration, or comparable curriculum may be substituted for one (1) year of the required general experience.
3. A Master's degree in Business Administration, Accounting, or Public Administration or comparable curriculum may be substituted for two (2) years of the required general experience.

*Professional experience would include such titles as broker, adjustor, lawyer in the insurance field, etc.

Non-competitive (Confidential/Policy influencing)