

WASHINGTON COUNTIES RISK POOL

JOB DESCRIPTION

<u>Position:</u>	Deputy Director – Risk & Claims
<u>Reports to:</u>	Executive Director
<u>FLSA Status:</u>	Exempt
<u>Annual Salary:</u>	\$98,040 to \$122,964 depending on qualifications and experience

Nature of Work: Responsible for the management, leadership and success of the WCRP's claims and risk management functions, consistent with the policies, goals and objectives established by the WCRP Board of Directors and its Executive Director.

The incumbent in this position is given significant discretion, within the scope of policy and regulations, in the routine performance of her/his duties, and maintains independence in reporting and in the success of the functions responsible for.

Duties and Responsibilities:

1. Guides and directs staff, including the completion of performance evaluations, in successful implementation of the Pool's claims and risk management operations.
2. Responsible for the overall risk management function of the WCRP, including ensuring the identification of risk trends and exposures for use in developing and analyzing risk management programs and relaying training opportunities to member services staff.
3. Perform and oversee advanced and complex claims and risk management responsibilities.
4. Responsible for the overall claims management function of the WCRP, including ensuring adherence to the WCRP Claims Handling Policies & Procedures, including assignment, management and oversight of all claims and lawsuits.
5. Responsible for the accurate analysis, oversight and communication on coverage issues.
6. Provides advice and guidance to member counties regarding risk and claims management, including implementation of member counties' internal risk and claims management policies and procedures.
7. Works with the Executive Director in performing the WCRP human resources functions.
8. Ensures appropriate communication to the Executive Director on all pertinent risk and claims activities, including reporting on complex claims and complex risk exposures.
9. Grants claims settlement authority to staff up to authorized authority threshold and ensures accurate and thorough reports and analysis for seeking settlement authority from the Executive Director and, when necessary, from the Executive Committee.
10. Ensures regular and thorough analysis of claims data is performed and appropriate reports are provided to the Executive Director, Risk Management Committee, Executive Committee, Board of Directors and members.
11. Responsible for the coordination, scheduling and document preparation for the Pool's tri-annual claims audit by independent claims auditors or other interested insurers or entities.
12. Coordinate with other WCRP staff on adhering to the Pool's records retention policy, including archiving and destruction of records.
13. Oversee the development and maintenance of the claims and property inventory management databases.
14. Acts as the liaison to the WCRP's Risk Management and Underwriting Committee, ensuring that meetings of the Committee are scheduled, meeting packets are prepared and notes memorializing the outcomes and Committee recommendations are completed.
15. Perform other functions as assigned.

Knowledge, Skills and Abilities:

1. Advanced level knowledge of the claims and risk management fields
2. Demonstrated knowledge in explaining, evaluating, negotiating and advocating a variety of resolutions for risk, claims and coverage issues.
3. Ability to operate related office equipment and machines such as personal computers, photocopiers, and calculators.
4. Demonstrated knowledge of computerized claims and risk management reporting systems and database software, and ability to design and implement claims and risk management systems and internal controls.
5. Demonstrated problem solving and negotiation skills in managing large loss claims and complex insurance coverage issues.
6. Advanced level supervisory/management knowledge and skills, including interpersonal, communication and team-building skills.
7. Ability to plan, organize and supervise the work of others.
8. Ability to establish and maintain cooperative and effective internal and external working relationships.
9. Flexibility to travel and work irregular hours, when needed.
10. Ability to keep sensitive and privileged information confidential.

Minimum Qualifications:

1. Bachelor of Arts in risk management, business administration, or another related field.
2. Additional claims and risk management coursework.
3. A combination of eight (8) years of risk management and claims management experience, including handling complex risk management issues and complicated multi-million-dollar litigated and non-litigated claims.
4. Management or supervisor experience preferred, including experience building and managing effective teams
5. Five (5) years of experience in computer claims management information systems.
6. Valid unrestricted (except vision) Washington State driver's license and a driving record meeting WCRP standards.

Working Conditions and Physical Effort:

1. Work is normally performed in a typical interior/office work environment.
2. Limited physical effort required.
3. Limited exposure to physical risk.
4. Some travel with overnight stays is required to sites throughout the state.