

## **WASHINGTON COUNTIES RISK POOL JOB DESCRIPTION**

<b><u>Position:</u></b>	<b>SENIOR RISK ANALYST</b>
<b><u>Reports to:</u></b>	Executive Director
<b><u>FLSA Status:</u></b>	Exempt
<b><u>Experience Level:</u></b>	<b>Advanced</b>
<b><u>Annual Salary:</u></b>	\$73,860 or higher depending on qualifications and experience

**Nature of Work:** Senior level risk management position responsible for the planning and development of loss prevention and risk management programs for the Washington Counties Risk Pool (“WCRP”) and its member counties. Analyzes risk trends, exposure and takes the lead on developing and implementing recommendations.

### **Duties and Responsibilities:**

1. Oversee implementation of, and member compliance with, the WCRP Membership Compact and Risk Management Policy.
2. Serves as the lead Risk Manager for the Pool’s operations.
3. Serves as the Pool’s liaison to the Risk Management Committee and responsible for coordination and guiding the Committee’s analysis and implementation of policies and targeted risk programs,
4. Coordinate and take part in the WCRP annual on-site risk evaluations, and coordinate and conduct special examinations as needed.
5. Analyze industry and member loss data for developing and implementing WCRP and member loss prevention and risk management programs.
6. Act as an advanced-level risk management resource for the WCRP and its member counties concerning loss prevention and risk management, including but not limited to practices, policies and procedures.
7. Develop and deliver loss control and risk management training to member counties and at various state-wide conferences
8. Coordinate the research, planning and development of loss control and risk reduction programs for individual member counties and the WCRP, including public speaking before groups of varying sizes.
9. Collaborate with the WCRP Claims Department in identifying loss trends for the development of loss control programs and training.
10. Coordinate the development of the loss control annual budget and the loss control annual work plan(s).
11. Responsible for the development and delivery of WCRP Alert Bulletins, and contribute articles and other content to WCRP newsletters, website and annual reports.
12. Participate in various local, regional, and national risk management organizations.
13. Maintain and enhance effective and productive relationships between the Pool and its member counties and their staffs.
14. Perform other functions as assigned.

### **Knowledge and Skills and Abilities:**

1. Advanced-level knowledge of modern principles, practices, methods and techniques of loss control and safety programs; applicable laws, rules and regulations governing tort liability and public entity insurance, risk management and safety programs.
2. Knowledge of the principles of risk management related to various coverage lines, including general liability, automobile, property, land use, and employment practices.
3. Understanding of, and ability to apply research methods and procedures.
4. Proficient use of MS Office and ability to learn and utilize claims/risk management databases.
5. Effectively handle and keep sensitive, privileged information confidential.
6. Communicate effectively, both orally and in writing.
7. Advanced-level time management skills and organization skills for maintaining accurate and complete records.

### **Education and Experience:**

1. Bachelor's Degree with course work risk management, or safety management preferred.
2. RMPE (Risk Management for Public Entities) certification required.
3. ARM (Associate in Risk Management) certification required.
4. Minimum of seven (7) years of risk management, safety, loss control, or claims experience.
5. Three (3) years of pooling or other local government experience.
6. Valid unrestricted (except vision) 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. No or very limited physical effort required.
3. No or very limited exposure to physical risk.
4. Significant travel with some overnight stays is required to sites throughout the state.