

# COUNTY OF KANE

DEPARTMENT OF HUMAN  
RESOURCE MANAGEMENT



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## JOB DESCRIPTION

**Job Title:** Risk Manager  
**Department:** Human Resources  
**FLSA Status:** Full Time - Exempt 35 hours/week  
**Grade:** M 716  
**Union:** No

**General Summary:** Under general supervision, performs work of considerable difficulty in designing, implementing and managing the identification, analysis, evaluation and treatment of the County's exposure to accidental, unintended, or unforeseen losses through risk control and risk financing methods; performs related work as required.

### ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Develop and maintain a Kane County Safety Manual.
2. Oversees and administers the County's Risk Management program, including loss prevention and risk management planning, safety and liability insurance activities.
3. Ensures compliance with state and federal laws and accreditation standards related to safety and risk management.
4. Provides technical guidance and works in cooperation with departments and offices of the County to help assure that their safety and risk needs are being met.
5. Develops and implements policies and procedures for the identification, collection and analysis of risk related information.
6. Researches and determines best practices related to risk management and related cost controls.
7. Works in conjunction with Department of Human Resources to develop training programs and educates County department heads and officials on risk management, and their respective responsibility in carrying out risk management activities.
8. Evaluates safety and risk at all Kane County facilities.
9. Works with County third party claims vendor and prepares metrics related to worker's compensation and liability cases and makes recommendations regarding the provisions of general insurance.
10. Works with broker and insurance carriers to determine optimal coverage levels and best practices and strategies for lowering liability for the County.
11. Prepares and reviews insurance policies (e.g. safety, fire protection, environmental insurance, contractor insurance, etc.).
12. Works with staff, contractors and attorneys from other agencies, companies, insurance vendors, etc. regarding acquisition and status of various insurance policies
13. Coordinates with County departments, offices, and brokers to complete applications for quotes and/or proposals.
14. All other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Understanding of OSHA, workers' compensation, and related safety protocols.
2. Demonstrated knowledge of loss prevention and risk management best practices and program development.
3. Fluency in the terms and language used in the insurance industry and its practical application.
4. Exceptional communication skills, including the ability to read, write, and speak clearly, negotiate with various officials and agencies, and work with diverse personalities.
5. Ability to stay informed of relevant Federal, State, and local regulations and procedures.
6. Excellent computer skills and knowledge of Microsoft Office Suite, Adobe Acrobat, Laserfiche, and SharePoint.
7. Ability to drive a motor vehicle to and from various locations throughout Kane County.

**TRAINING, EDUCATION AND WORK EXPERIENCE:**

1. A Bachelor's degree in Environmental Safety and Health, Risk Management, Business Administration, Finance or related field and five years of progressively responsible experience in insurance management, risk management, or safety management; or, an equivalent combination of education and experience as necessary to demonstrate the ability to successfully perform the essential duties of the job.
2. Governmental and/or law enforcement experience is highly preferred.
3. A valid Illinois driver's license and a clean driving record required.

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily office work including prolonged periods of sitting, talking, listening, manual dexterity, working on a computer = 70%

Lifting up to 10 pounds at a time, reaching, bending, walking, driving a motor vehicle = 30%

Ability to navigate stairs to evaluate spaces for safety as needed.

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, printer, scanner, telephone, fax, copier, standard personal or county passenger vehicle.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

Primary work location is a typical office environment where there is no physical discomfort or exposure to hazards due to temperature, dust, noise and the like. Work performed in the field is subject to conditions including inclement weather, snow/ice, cold, heat, wetness/humidity, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards.

**REPORTING RELATIONSHIPS:**

Reports to: Executive Director of Human Resources

Directs Work of: None

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_