

**RESOLUTION TO ADOPT THE JOB DESCRIPTION OF ASSISTANT RISK
MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST**

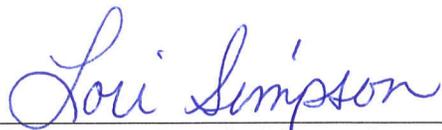
WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and **WHEREAS**, there is a need to reorganize the functions of the Risk Manager; and **WHEREAS**, the Human Resources Director has discussed the functions of the Risk Manager with the Auditor/Controller, Ms. Montgomery, who is the current Risk Manager for the County and the County Administrative Officer, Jack Ingstad, who will be taking on these functions as of January 1, 2012; and **WHEREAS**, to accurately reflect the duties, responsibilities and qualifications of this position, the Human Resources Director recommends that a new classification be created with the Title of Assistant Risk Manager/Occupational Safety & Health Specialist; and **WHEREAS**, this will be a contracted at-will classification at the salary range of 2404.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

The County's classification plan is hereby amended to reflect the addition of the Assistant Risk Manager/Occupational Safety & Health Specialist as presented to the Board.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 15th day of November, 2011 by the following vote:

AYES: Supervisors SWOFFORD, THRALL, MEACHER, KENNEDY, SIMPSON
NOES: Supervisors NONE
ABSENT: Supervisors NONE


Chairperson, Board of Supervisors

ATTEST:


Clerk of the Board

ASSISTANT RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST

DEFINITION

Under general direction of the Risk Manager, to ensure adequate safety principles, practices, and techniques are applied in workplaces, to plan, organize, develop, implement, coordinate and administer comprehensive risk management, loss control, County self-insured Workers Compensation, County-wide occupational and industrial safety programs, policies, including inspections, training and related functions and activities; analyze, develop and recommend risk management procedures and programs; performs risk identification and analysis, recommends appropriate corrective action; statistical and systems analysis of special projects and programs; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position classification responsible to assist the Risk Manager in the direction and coordination of the County's Risk Management Programs. This position consults with the Workers Compensation Claims Adjusters, Liability Claims Adjuster, other employees and private providers and contractors. This position is expected to at all times observe the procedures and limitations set forth by the Board of Supervisors and County Counsel for the adjustment and settlement of claims; this position focuses upon the area of employee safety, coordination and monitoring multiple programs funding under Risk Management. This position is responsible for preparation of documentation to OSHA citations/appeal processes and should be familiar with OSHA policies and procedures. Conducts safety inspections, training, accident/injury investigations, and regulatory compliance; promotes a high level of safety consciousness and loss prevention throughout the County.

REPORTS TO

Reports directly to the County Administrative Officer/Risk Manager

CLASSIFICATIONS DIRECTLY SUPERVISED

May supervise support staff as assigned

DIVISION CHIEF RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST – 2

EXAMPLES OF DUTIES

- Plan, organize, coordinate and supervise the County's comprehensive risk management and loss control program, including but not limited to liability insurance self-insured employee insurance, self-insured workers compensation, and industrial safety programs.
- Reviews, evaluates and reports on the effectiveness of the comprehensive risk management program such as safety, loss control, claims management and related activities to the County Administrative Officer/Risk Manager.
- Regularly identifies and analyzes risks, recommends appropriate risk transfers, risk controls and risk financing techniques.
- May conduct studies of operations and researches data and information to identify potential risk exposure and liability; analyzes trends and information and make recommendations to the County Administrative Officer/Risk Manager.
- Establish and direct safety training to meet compliance with State and Federal OSHA, Department of Transportation and other applicable State and Federal labor regulations, standards and codes where appropriate; maintain data information to provide quarterly statistical reports and meet OSHA record keeping standards and requirements.
- Develops, implements, and manages the County's Injury/Illness Prevention Program and directly coordinates the participation of departments within the program; creates or modifies safety program and updates County IIPP (Injury & Illness Prevention Program) as needed.
- Conducts regular safety audits of County departments including the inspection of facilities, worksites, equipment, work practices and safety devices to ensure compliance with required workplace safety standards, regulations, and reports findings to the Risk Manager.
- Prepares various monthly, quarterly and annual reports as required.
- Maintains proper documentation to conform record-keeping requirements of Cal OSHA and California Labor Code.
- Performs comprehensive investigations of serious accidents and/or incidents of injury or property damage; develops and implements measures and strategy to prevent their recurrence in order to meet long-range loss-reduction goals; and prepares responses to OSHA citations/appeals resulting from serious accidents/injuries and participates as a County representative, when appropriate, in administrative court proceedings resulting from appeal processes.
- Receives, tracks, and enters all workers compensation reported incident reports with the County's third party administrator.
- Coordinates and assists County's TPA, with workers compensation investigations.
- Authorize 4850 time and coordinates with Auditor's staff to ensure benefits are paid correctly.
- Provides departments with fiscal and statistical information.
- Assist TPA and County Counsel with claims made against the County.
- Assist the Risk Manager in obtaining various County wide insurance policies and renewals.
- Monitors, reviews, and completes various annual insurance policy applications.
- Assists Risk Manager in ensuring County has adequate insurance coverage.

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- Assist departments in establishing departmental specific safety manuals to minimize or eliminate hazards while maintaining consistency with County policies.
- Assist Human Resources, departments, and back-to-work service provider through all aspects of claims.
- Coordinates and assists with the calculation of various County charged insurance premiums.
- Monitors and presents written and oral reports concerning legislation, changes in insurance coverage and costs, loss trends, and other topics that may impact the County to the Risk Manager.
- Examines and test machinery and equipment, such as lifting devices, machine guards, scaffolding.
- Ensure the machinery and equipment meet appropriate safety regulations.
- Check that personal protective equipment, such as masks, respirators, protective eyewear, or hardhats, is being used in workplaces according to regulations.
- Check that dangerous materials are stored correctly.
- Test and identify work areas for potential accident and health hazards, such as toxic fumes and explosive gas-air mixtures.
- May implement appropriate control measures, such as adjustments to ventilation systems.
- Investigations may involve talking with workers and observing their work, as well as inspecting elements in their work environment, such as lighting, tools, and equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; stooping, bending, kneeling, crouching, crawling reaching, lifting up to 50 lbs, climbing ladders, verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX; equipment would also include motor vehicle.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment, the community or regional setting; may work outdoors, continuous contact with staff, public and local and state agencies.

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KNOWLEDGE OF

- Principles and practices of Risk Management, Insurance, Occupational Health and Safety, Claims, Risk control, Risk Financing, Wellness and Legal programs and procedures.
- Principles and practices of evaluating and implementing a comprehensive safety program training techniques.
- Techniques of accident prevention; methods of assessing safety hazards and controls, and conducting accident/injury investigations and safety inspections.
- Laws and regulations applicable to employee safety and occupational health (i.e. Cal OSHA standards and California Labor Code).
- OSHA policy and procedures, citation and appeal processes, and Cal OSHA Standards Board processes.
- Industrial safety practices.
- General liability, employment liability, automobile, property, environmental liability and other insurance or self-insurance program development and administration.
- Principles, practices and methods of administrative, organizational, economic and procedural analysis.
- Principles and practices of budget development and administration, organizational planning, work measurements capital improvement programming and planning and personnel management.
- Statistical and financial analysis, recordkeeping and report generating principles and techniques.
- Applicable laws and regulations.

ABILITY TO

- Interpret and apply laws, regulations, policies and procedures.
- Investigate and evaluate complex safety problems and issues.
- Collect, interpret and evaluate data.
- Develop management information systems to establish loss history for risk analysis.
- Prepare clear concise reports and recommendations.
- Communicate effectively orally and in writing.
- Analyze complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions.
- Analyzing insurance policy provisions to determine the existence and extend of liability
- Establish and maintain effective working relationships with those contacted during the course of the work.
- Represent the County effectively and in a professional manner in meetings, hearings, administrative court proceedings with other governmental agencies, boards and commissions, and with the public

DIVISION CHIEF RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST – 5

TRAINING AND EXPERIENCE

1. Five years of experience in coordinating safety and loss prevention activities for an insurance company, independent administrator, or large employer with a diverse work environments; **or**,
2. Five years of professional level experience in risk analysis, safety operations, claims adjustments, liability and workers compensation.

Possession of a Bachelor's Degree from an accredited college or university in safety or industrial engineering, social sciences, human resources or a closely related field is highly desirable.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.