

**DIRECTOR of RISK / SAFETY/OES**

**DEFINITION**

The Director of Risk Management/Safety/OES develops, implements, administers, and evaluates policies, programs, and procedures for loss prevention, occupational health, workplace safety, environmental safety, and workers' compensation programs in accordance with federal, state and local regulations, industry standards and County policy. Serves as the Safety Officer and monitors compliance with federal and state laws. Services as the County's delegate to the Board of the Excess Insurance Authority. Purchaser of commercial insurance policies and bonds as necessary, and with County Counsel, monitor County's litigation and workers' compensation claims administration. Responsible for EMP Grant Program,

**DISTINGUISHING CHARACTERISTICS**

The Director of Risk Management/Safety/OES will work with the Auditor/Controller and the County's brokers regarding insurance programs; will also act as the primary contact for all risk management issues across the County Agency. The Director of Risk Management/Safety/OES exercises considerable independent judgment and initiative to achieve objectives. This position provides guidance to, and receives direction from the highest levels of management and supervises and evaluates the work of professional and clerical staff to administer programs. Responsibilities include continuous contact with department heads, labor representatives, Board of Supervisors, Trindel, and federal, state, and local contacts.

**REPORTS TO**

Reports to the Board of Supervisors through County Administrative Officer

**CLASSIFICATIONS DIRECTLY SUPERVISED**

May supervise support staff as assigned

## **DIRECTOR of RISK / SAFETY/OES - 2**

### **EXAMPLES OF DUTIES**

- Plans, organizes, and directs the administration of County risk management functions including loss prevention, occupational health and safety, workers' compensation, and property and casualty insurance.
- Regularly evaluates risk/loss experience insurance and self-retention levels, and effectiveness of self-insured and commercial insurance coverage.
- Develops, implements, administers, and evaluates safety policies, procedures and programs to reduce work-related accidents, injuries and illnesses; identify, evaluate and control potentially hazardous conditions and financial losses. Maintains up to date safety procedures, such as the Injury Illness and Prevention Program (IIPP).
- Oversees litigation management, investigation and settlement of workers' compensation, liability, and property claims.
- Works closely with County Counsel and the Board of Supervisors to manage and settle potential high value claims.
- Responsible for 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 responsible for preparation of documentation to Cal/OSHA citations/appeal processes and should be familiar with Cal/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. 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 Risk Manager.
- Regularly identifies and analyzes risks, recommends appropriate risk transfers, risk controls and risk financing techniques.
- Travel is a requirement of this position; both in county (conducting Accident/Incident investigation; performing inspections of all county properties; conducting safety meetings) and out of county travel to Trindel Loss Prevention Specialist Meetings (at least three (3) yearly at various member county locations).
- 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 Cal/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.

## **DIRECTOR of RISK / SAFETY/OES - 3**

### **EXAMPLES OF DUTIES – continued**

- Directs staff involved in conducting safety inspections and preparing reports or recommendations for remediation; making recommendations for accident prevention, conducting and/or arranging for safety training, preparing written policies and compliance to state and federal safety regulations and attending departmental meetings
- 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 CAO and Board of Supervisors.
- Prepares various monthly, quarterly and annual reports as required.
- Receives, tracks, and enters all workers compensation reported incident reports with the County's third party administrator.
- Authorize 4850 time and coordinates with Auditor's staff to ensure benefits are reported and paid correctly.
- Assist TPA and County Counsel with claims made against the County.
- Monitors, reviews and completes various annual insurance policy applications. Ensures County has adequate insurance coverage.
- Assist departments in establishing departmental specific safety manuals to minimize or eliminate hazards while maintaining consistency with County policies, state, and federal laws.
- Assist Human Resources and County Departments with the Interactive Process (IAP) and the Return-to-Work (R2W) Process 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 affect the County to the CAO and Board of Supervisors.
- 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, are used in workplaces according to regulations.
- Test and identify work areas for potential accident and health hazards, such as toxic fumes and explosive gas-air mixtures. Check that dangerous materials are stored correctly.
- 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.

### **OES SUPERVISOR OF THE FOLLOWING EXAMPLE OF DUTIES:**

- Oversees and monitors EMPG
- Supervises the EOC for compliance.
- Supervises staff in the develop, implement, and maintain OES emergency response plans, manuals, and standard operating procedures utilizing regulatory guidelines and requirements; ensures plans are integrated with the emergency response plans of other local agencies.

## **DIRECTOR of RISK / SAFETY/OES -4**

### **OES SUPERVISOR OF THE FOLLOWING EXAMPLE OF DUTIES - Continued**

- Assists in developing annual and multi-year plans and budgets for assigned program(s); maintains fiscal records; monitors expenditures to ensure that spending is within budgeted limitations.
- Evaluates program effectiveness; recommends procedural changes to enhance program effectiveness and implements management directives.
- Assist in the coordination of various activities in the ongoing administration of the program including, but not limited to, drills, preparedness exercises and training for staff to ensure they are sufficiently prepared for emergency response operations; serves in a liaison capacity with other agencies during emergency operations.
- Assist as a liaison to community consortiums, coalitions, and committees; facilitates meetings; schedules trainings and drills; advises groups on and accounts for program activities; determines strategies to expand and strengthen current partner and memberships.
- Assists Health Care Coalition (HCC) partners with emergency planning and disaster management; supports coalition members with supply requests according to budget requirements.
- Provides Incident Command (IC) support as department operations center manager; coordinates with command staff to address planning needs during a qualifying event; provides technical assistance to department staff related to roles and responsibilities during an emergency response.
- Assist in coordination of ICS training and maintains tracking system of County staff participation and ICS certificates.
- Engages with diverse stakeholders to ensure public health emergency preparedness and response activities are inclusive and representative of culturally, socially, and economically diverse populations.
- Oversees research and analysis related to emergency preparedness and response; prepares technical reports to interpret data, identify alternatives, and make and justify recommendations.
- Directs the maintenance of and/or maintains accurate records and files; prepares reports, correspondence, and a variety of written materials.
- Provides technical and functional direction to assigned staff on projects or during an emergency event; oversees work activities to ensure they are conducted properly; provides training on program operations; provides information to management on staff performance.
- Networks with peers in other organizations to exchange and share information, tools, and best practices in the assigned program areas; makes recommendations to management on the adoption and implementation of current best practices.
- Performs other duties as assigned.

### **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 to 50 lbs., climbing ladders, verbal communication; use

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**TYPICAL PHYSICAL REQUIREMENTS - Continued**

of office equipment including computers, telephones, calculators, copiers, and FAX; equipment would also include motor vehicles.

**TYPICAL WORKING CONDITIONS**

Work is performed in a variety of settings, such as, office environment, the community or County department setting; may work outdoors, continuous contact with staff, public and local and state agencies.

**KNOWLEDGE OF**

- Federal, state, county, local, Cal-OSHA, Department of Transportation (D.O.T.) and EPA and OES requirements and industry standards and the ability to apply those requirements to highly variable and diverse work situations and environments. 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, OES including 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).
- Cal/OSHA, OES policy and procedures, citation and appeal processes, and Cal/OSHA Standards Board processes.
- Litigation process both workers' compensation and liability, including mediation. Methods and techniques of environmental sampling, analysis and modeling
- Industrial safety practices and applicable laws and regulations.
- 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.

**ABILITY TO**

- Investigate and evaluate complex safety problems and issues. Research, compile, analyze and interpret complex technical, financial and other statistical data.
- Obtain collaboration and cooperation from top managers, staff, and to develop and maintain positive, professional, service oriented working relationships with all encountered in the course of work.

## **DIRECTOR of RISK / SAFETY/OES – 5**

### **ABILITY TO - continued**

- Collect, interpret and evaluate data and develop management information systems to establish loss history for risk analysis.
- Prepare clear concise reports and recommendations.
- Communicate effectively orally and in writing. Communicate complex information through oral and written presentations to senior managers, the Board of Directors, representatives of the media, and the public.
- Demonstrate computer proficiency with MS Office (Word, Excel, Outlook and PowerPoint) and computerized tracking systems and controls including Risk Management Information Systems.
- Analyze complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions.
- Analyze insurance policy provisions to determine the existence and extend of liability
- 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. Maintain a calm professional demeanor under all working situations and conditions

### **EDUCATION AND EXPERIENCE**

1. Bachelor's degree with major course work in Risk Management, Safety Engineering, Environmental Health and Safety, Occupational Health, Industrial Hygiene, Business or Public Administration, or a closely related field is preferred.
2. A Master's degree in a related field may be substituted for one (1) year of experience.
3. A minimum of five (5) years' recent position-related management level experience in the field of Environmental Health or Safety; with working knowledge of Workers' Compensation, Disability Management, and Risk Management required.
4. Experience with self-insured program; Excess Liability, Excess Workers' Comp, and Property.
5. Required certifications ICS, 100, 200, 700, 800, 120, 230, 235, 240, 241, 242, and 244 must be kept up to date.
6. Experience with Third Party Administrators (TPA's) including Workers' Comp and Liability, experience with Workers' Compensation Alternative Dispute Resolution (ADR) Programs, and experience with Workers Compensation Public Entity Liability Claims.
7. Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

### **RECOMMENDED LICENSES / CERTIFICATIONS:**

Certification as a Certified Safety Professional (CSP) and/or Certified Industrial Hygienist (CIH), or Associate Risk Management (ARM).

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.