POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Risk Management	Franklin

POSITION NUMBER 20005616

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Risk Management Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☐ Classified
☒ Unclassified
☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type
Administrative

Bargaining Unit 22

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change.

JOB CODE TITLE
Risk Management Administrator

JOB CODE
66786

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Plans, develops, manages & provides administrative leadership to Office of Risk Management overseeing all insurance & self-insurance plans of State of Ohio: makes independent & complex decisions concerning all aspects of risk management; develops policy for & administers State of Ohio's risk management programs (i.e. risk identification & evaluation, loss prevention, & control, hazard, mitigation, placement & procurement of property/casualty coverages, claims management, settlement authority, risk financing); sets goals, objectives & measurements of program effectiveness; directly supervises, trains, &/or instructs staff (e.g. delegates assignments & monitors progress; sets goals & objectives; prepares performance evaluations; approves leave requests; interviews applicants & makes recommendations to administration).	Knowledge of (1) laws, rules & regulations relating to risk management (e.g., Ohio Revised Code under Sections 9.821, 9.822, 9.823 & 9.83 & Ohio Administrative Code)*; (2) governmental structure & process*; (3) risk management principles, practices & procedures; (4) insurance underwriting, liabilities, property damage & claims settlement; (5) business administration; (6) insurance contracts; (7) tort & contract law; (8) finance & actuarial concepts; (9) budgeting as it relates to insurance programs & organization; (10) management; (11) supervisory principles/ techniques; (12) motor vehicles; (13) public relations; (14) speech & written communication; (15) safety practices*. Skill in (16) operation of personal computer & associated software (e.g., Microsoft Word, Excel, Access, PowerPoint, Outlook) Ability to (17) define problems with many variables, collect data, establish facts, draw valid conclusions & determine specific action; (18) handle sensitive inquires; (19) communicate effectively in written & oral form; (20) interview job applicants effectively; (21) establish friendly atmosphere as supervisor. * developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization		1/5/15

Upd 01.05.15 (a)

POSITION DESCRIPTION

AGENCY/DEPT ID	
DAS105000	

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Risk Management	Franklin

POSITION NUMBER 20005616

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Risk Management Administrator	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type Administrative	Bargaining Unit 22 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change.

JOB CODE TITLE: Risk Management Administrator

JOB CODE 66786

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Assists with preparation of budget, negotiation of contracts & settlement claims with insurance companies & related parties, & development of rates: evaluates recommendations by risk management staff; monitors claim assignments, payments, loss adjustment expenses & reserves; negotiates contracts with insurance companies, agents, brokers & vendors; works directly & independently with Attorney General's Office, Court of Claims Defense Section; authorizes claim settlement authority & approves all payment requests made for claim settlements, loss adjustment expenses; signs all Court of Claims settlement documents & testifies on behalf of state; contracts with consultants & actuaries for forecasting, risk analysis & cost of risk allocation & trends; determines limits of insurance /self-insurance, & levels of retention; formulates guidelines & timeframes used by risk management staff & state agencies regarding risk management processes & procedures; prepares proposed changes in operational directives; researches, creates, develops & implements new programs; prepares written proposal & assists with development of bid & procurement related documents.	Knowledge of 1*, 2*, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, (22) negotiating techniques & strategies Skill in 16 Ability to 17, 18, 19, 21, (23) prepare & deliver speeches before specialized audiences & general public, (24) develop comprehensive analytic reports.
20	Directly manages property & casualty claims function of office: plans & organizes claims operations (e.g., property, liability, subrogation, judicial liability & multi-line exposures): monitors adverse trends, loss frequency, loss severity & other negative loss patterns that may adversely affect financial stability of risk management reserve fund; researches & analyzes coverage; identifies coverage gaps & makes recommendations to improve terms & conditions of insurance policies & directives; develops projections & forecasts exposures.	Knowledge of 1*, 2*, 3, 4, 5, 6, 7, 12, 13, 14. Skill in 16 Ability to 17, 18, 19, 24
10	Handles questions & inquiries from state agencies, employees & general public: conducts meetings with state agency directors &/or agency representatives explaining services provided; gathers data, statistics, maintains records & creates insurance/self-insurance reports; investigates, evaluates & reviews claim files; recommends reserve levels & approves risk management related vendors.	Knowledge of 1*, 2*, 3, 4, 6, 7, 9, 10, 13, 14. Skill in 16 Ability to 17, 18, 19, 24
	This position is unclassified per ORC 124.11 A(9).	*developed after employment.

Upd 01.05.15 (ec)

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization		1/5/15