

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105800

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Risk Management

COUNTY OF EMPLOYMENT
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

Bargaining Unit 22

If FLSA Exempt, exemption type
Administrative

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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 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 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.

JOB CODE TITLE
Risk Management Administrator

JOB CODE
66786

List Position Numbers & Job Titles of Positions Directly Supervised:
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhovens

11/15/12

Capd 11.15.12

