100-100R

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS105800
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Risk Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005621

JOB CODE TITLE Program Administrator 2

JOB CODE 63123

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Program Administrator 2

20005616 Risk Management Administrator

☒ 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: 7:00 a.m. TO: 4:00 p.m. Report in location & work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Assists in comprehensive loss control program by relieving Risk Administrator of difficult administrative duties & formulate & implement program policy: assists in development of policies, procedures & cost control measures regarding vehicle safety; conducts risk evaluations & identifies & quantifies sources of risk/hazards; develops driver/fleet safety programs (i.e. defensive driving) to protect stake holders from risk of accidental losses; conducts accident analysis indentifying most frequent types of accidents, most common causes, classification of vehicles involved & determines financial impact of losses relating to self-insured vehicle liability program; serves as liaison between management & employees to answer questions, transmit decisions & directives regarding vehicle liability, claims, safety & underwriting issues; determines training needs & develops methods of delivery to promote vehicle safety training; develops & maintains systems for measuring & evaluating effectiveness of driver/fleet safety & creates & updates statistical records using personal computer spreadsheets & databases; analyzes property/liability & vehicle accident/claims statistical data, monitors progress & recommends modifications to program.	Knowledge of (1) guidelines, policies & procedures regarding fleet/vehicle safety & vehicle liability; (2) human relations; (3) comprehensive safety program development evaluation & management; (4) safety training program development. Skill in (5) use of a personal computer & associated hardware/software (e.g., Microsoft Excel, PowerPoint, Access, other databases) . Ability to (6) develop & maintain cooperative relationships with state officials, associates & general public; (7) maintain accurate records; (8) prepare statistical & narrative reports; (9) define problems, collect data , establish facts & draw valid conclusion.
40	Conducts fleet, workplace, & property loss control inspections/audits for agency stakeholders (e.g., equipment, machinery, vehicles, facilities, work areas & related records) to ensure compliance with federal, state, & department/division policies & directives: investigates accidents & injuries & determines their causes; writes detailed reports of findings from investigation & recommends corrective actions to prevent reoccurrences; assists with coordination of safety training as required by Public Employee Risk Reduction Program/ Occupational Safety& Health Administration (PERRP/OSHA) General Industry & Construction standards, upon request from agency stakeholder; assists in training state employees with workplace safety, defensive driving, applicable safety regulations & necessary safety policies; observes employees driving & work practices to ensure compliance with life safety standards & safety policies& directives.	Knowledge of 1, 2,3, 4, 5, (10) PERRP &/or OSHA General Industry & Construction Standards; (11) accident & injury investigation; (12) safety requirements for equipment, machinery, motor vehicle, facilities & work area; (13) employees training & development. Skill in 6 Ability to 8, 9, 10, (14) conduct safety inspections/audits. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/cc	2/9/12

Appd 2.13.12 [illegible]

100-100R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105800

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

POSITION NUMBER
20005621

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Program Administrator 2	20005616 Risk Management Administrator

☒ 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: 7:00 a.m. TO: 4:00 p.m Report in location & work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Conducts &/or attends meetings related to safety programs: participates in professional activities to remain knowledgeable of current loss control & underwriting developments, issues, & regulations.	Knowledge of 1, 2, 3,4, 5 Position Specific Minimum Qualifications 24 mos. exp. in vehicle liability underwriting working with self-insured fleet issues (e.g., accident/claims, analysis reports & vehicle classification reports). 12 mos. exp. interpreting & applying vehicle liability & fleet management directives. Completion of OSHA 30 hour courses for general industry & construction standards and National Safety Council defensive driving certification. 12 mos. exp. developing presentation materials(e.g., PowerPoint, manuals, handouts & conducting user group meetings (e.g., standing up in front of 10-50 people) *developed after employment.

JOB CODE TITLE
Program Administrator 2

JOB CODE
63123

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/a	2/9/12

Appl 2.13.12