

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS105000

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Risk Management

COUNTY OF EMPLOYMENT  
Franklin

Reclassification       New Position       Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Pre-Loss Manager

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 DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>Provides pre-loss program direction within Office of Risk Management (ORM) &amp; formulates &amp; implements program policy (e.g., risk identification &amp; evaluation, loss prevention &amp; control, hazard mitigation); conducts risk assessments &amp; identifies feasible risk transfer strategies (e.g., contractual transfer, self-insurance, purchase of insurance, or combination thereof) &amp; assists with creation of complex enterprise risk management programs; monitors risk transfer decisions to ensure techniques chosen remain effective; monitors adverse trends, loss frequency, loss severity &amp; other negative loss patterns that may adversely affect the financial stability of the risk management reserve fund; researches &amp; analyzes property, casualty, vehicle liability &amp; multi-line tort coverage; identifies coverage gaps &amp; makes recommendations to improve terms &amp; conditions of insurance policies; sets goals, objectives &amp; measurements of program effectiveness; assists with determination of limits of insurance/self-insurance &amp; levels of retention; researches, evaluates &amp; analyzes historical &amp; current data &amp; trends to aide Administrator in decision process; develops projections &amp; forecasts on property, casualty, vehicle liability &amp; multi-line tort exposures; directly supervises, trains, &amp; instructs staff (e.g. delegates assignments &amp; monitors progress; sets goals &amp; objectives; prepares performance evaluations; approves leave requests; interviews applicants &amp; makes recommendations to administration); formulates complex queries, forecasts rates, premium &amp; loss information &amp; prepares necessary statistical data reports for insurance, risk management &amp; actuarial purposes; acts as Risk Management Information System (RMIS) administrator; develops RMIS policies &amp; procedures pertaining to user privileges &amp; data integrity; assists with providing consulting services to state agencies in designing &amp; implementing specialty risk programs; makes presentations to officials at all levels of state government; provides backup to Risk Administrator to ensure business continuity.</p>	<p>Knowledge of (1) Property &amp; casualty underwriting &amp; coverage; (2) laws, rules &amp; regulations relating to risk management (e.g., ORC Sections 9.821, 9.822, 9.823 &amp; 9.83 &amp; Ohio Administrative Code*); (3) governmental structure &amp; process*; (4) property &amp; casualty terms &amp; conditions; (5) risk management principles, practices &amp; procedures; (6) business administration; (7) public relations; (8) risk assessment; (9) premium allocation formulas; (10) insurance contracts; (11) tort &amp; contract law; (12) finance &amp; actuarial concepts; (13) budgeting as it relates to insurance programs &amp; organization; (14) management; (15) supervisory principles/techniques; (16) motor vehicles; (17) speech &amp; written communication; (18) safety practices*. Skill in: (19) operation of a PC &amp; associated software (e.g. Microsoft Word, Excel, SAP Business Objects, Power-Point, Outlook, OAKS*). Ability to (20) define problems with many variables, collect data, establish facts, draw valid conclusions &amp; determine specific action; (21) handle sensitive inquiries; (22) communicate effectively in written &amp; oral form; (23) develop comprehensive analytic reports; (24) interview job applicants effectively; (25) establish friendly atmosphere as supervisor.</p> <p>*developed after employment.</p>

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

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8/29/16

POSITION NUMBER  
20073902

JOB CODE TITLE  
Program Administrator 3

JOB CODE  
63124

*Apd 8.29.16 (cc)*

