

INSURANCE AND WORKERS COMPENSATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning and implementing a program designed to minimize workers compensation claims and to ensure County compliance with health insurance regulations set forth in Federal statute. The incumbent is responsible for analyzing and reporting fiscal changes in the health insurance and workers compensation programs, providing recommendations to the County as to appropriate courses of action. Duties are performed under general direction of the Human Resources Director with wide latitude provided for the use of independent judgement in carrying out the responsibilities of the position. General supervision may be exercised over subordinate staff. An Insurance And Workers Compensation Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Formulates policies aimed at reducing the exposure to and cost of risks associated with workers compensation;
- Searches commercial insurance markets for favorable coverage's;
- Determines the combination of insurance and self-insurance most advantageous to the County;
- Administers the underwriting function of self-insurance programs;
- Allocates the cost of insurance coverage's to individual departments;
- Manages County facilities to detect existence of potential accident and health hazards, and recommend corrective or preventive measures, where indicated;
- Maintains asset records on inventories on the value of property, including buildings, contents, equipment, and vehicles;
- Prepares insurance clauses in contracts;
- Negotiates for adjustment of losses;
- Reviews landlord and subcontractor insurance policies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of risk management practices and financing techniques applicable to property, casualty, and worker's compensation insurances; good knowledge of tort laws, worker's compensation, unemployment insurance, indemnification agreements, and health care benefits; good knowledge of the principles and practices of occupational safety and health; negotiation skills; ability to conduct personal training sessions; ability to plan and supervise the work of others; ability to prepare narrative and tabular reports; ability to establish cooperative relationships with elected officials, commercial insurers, department heads, and employees; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business or Public Administration, Accounting, or Finance and three years of responsible experience working with a health insurance and/or workers compensation program.

NOTE: A Masters Degree in Business or Public Administration, Accounting, or Finance may be substituted for two years of the required experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/23/2013