

## RISK AND BENEFITS ADMINISTRATOR (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning and implementing a program designed to identify risks and minimize the potential for financial losses for BOCES and its participating component school districts. The incumbent recommends procedures to reduce exposure to risks together with a comprehensive mix of commercial and self-insurance to control the cost of losses incurred. Duties are performed under general direction from the Board of Directors with wide latitude provided for the use of independent judgement in carrying out the responsibilities of the position. General supervision is exercised over clerical assistants. A Risk and Benefits Administrator (BOCES) does related work as required.

### TYPICAL WORK ACTIVITIES:

- Provides advice and guidance to the BOCES Board of Directors on all matters relating to health insurance;
- Design, coordinate, implement, and provide ongoing supervision for the self-insured health insurance group administration;
- Formulates policies aimed at reducing the exposure to and cost of risks;
- Prepares bid specifications for claims administration services, negotiation of costs, and recommendation to plan;
- Determines the combination of insurance and self-insurance most advantageous to BOCES and component school districts;
- Reviews and analyzes all claims data reports received from contract agencies;
- Recommends changes in policies and procedures for administering health insurance programs, worker's compensation, and property and casualty coverages;
- Analyze incident and claim reports for loss control purposes, establishing reserves, and for identifying specific exposures and risk management applications;
- Maintains and disseminates information on current laws, regulations, practices, and trends in the insurance field;
- Prepares a variety of reports and records associated with the duties of the position.

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; thorough knowledge of New York State Insurance Laws; good knowledge of tort laws, worker's compensation, unemployment insurance, indemnification agreements, and health care benefits; negotiation skills; ability to conduct personnel training sessions; ability to plan and supervise the work of others; ability to prepare narrative and tabular reports; ability to establish cooperative relationships with school officials, commercial insurers, department heads and employees; physical condition sufficient to perform the essential functions of the position.

### MINIMUM QUALIFICATIONS: Either:

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 two years of experience in risk management, loss control programming;

OR

Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in business or accounting and four years of experience in business or public administration including at least two years experience in risk management, loss control programming;

OR

Six years of experience in business or public administration including at least two years of experience in risk management, loss control programming.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 9/26/02