



MOBILE COUNTY PERSONNEL BOARD
invites applications for the position of:

RISK MANAGER

SALARY: See Position Description

OPENING DATE: 06/13/16

CLOSING DATE: 07/08/16 11:59 PM

GENERAL INFORMATION:

This is responsible administrative and technical work in formulating and directing a comprehensive risk management program for the employing jurisdiction.

NOTICE:

Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the attachments tab on the application screen when you are applying.

It is extremely important to provide a valid email address on your application and to monitor the email account for notifications and additional information.

As you create a JobOpps account, you will be asked for Notification Preferences (email or paper). Paper notification is not available; therefore, "email" should be selected. All notifications will be sent by email only.

To ensure that messages arrive in your inbox safely, please add **@personnelboard.org** and **@governmentjobs.com** to your Safe Sender list. If you need details on how to add email addresses to your Safe Sender list, please refer to the Help documentation of your email program, or contact your email service provider.

<u>JURISDICTION</u>	<u>YEARLY RATE</u>
MOBILE COUNTY	\$42,605 - \$68,110*

*Amended 6/23/2016:

HIRE RATE: \$42,605 - \$53,208 (depending on qualifications)

In accordance with Personnel Board Rule 5.2 (a), at the discretion of the Appointing Authority, an applicant may be appointed up to the mid-range of the pay plan for professional and technical positions.

EXAMINATION: IMPORTANT NOTICE TO APPLICANTS. READ CAREFULLY. No written or oral examination will be required. Applicants will be scored on the basis of an evaluation of their education, training, experience and personal qualifications as outlined by the candidates' sworn statements in their application, upon corroborative evidence obtained by investigation and the applicants' responses to the job-specific Supplemental Questions. Applicants must provide all

background information and supportive documents as requested on the application, supplemental questions and job posting.

REQUIREMENTS:

MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a bachelor's degree from a recognized college or university in business administration or closely related field, preferably supplemented by certification as an Associate in Risk Management-Public Entity (ARM-P) or Certified Risk Manager, and a minimum of five years experience in the development and administration of risk management programs, to include safety, workers' compensation and other related risk management insurance fields; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENTS: Must possess a valid driver's license from state of residence. May be required to furnish own automobile.

ESSENTIAL REQUIREMENTS OF THE WORK: Thorough knowledge of the principles and practices of risk management and asset protection.

Thorough knowledge of management principles and procedures.

Thorough knowledge of the laws and regulations governing liability, casualty insurance, and workers' compensation programs.

Good knowledge of the principles and practices of insurance accounting and underwriting.

Good knowledge of statistical and financial analysis.

Good knowledge of the principles and practices utilized for bid preparation, solicitation and evaluation.

Good knowledge of general office practices.

Good knowledge of the procedures for securing bonds.

Ability to plan, organize, develop, and administer a comprehensive risk management program.

Ability to plan, direct, and supervise the work of other employees.

Ability to evaluate departmental and management procedures and problems.

Ability to research and analyze a variety of information and data in order to prepare reports and to convey information to others.

Ability to make recommendations for improvement.

Ability to manage multiple projects simultaneously.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain good working relationships with public officials, department heads, employees, and the general public.

PHYSICAL REQUIREMENTS:

Ability to exert physical effort in sedentary to light work, which may involve walking, standing,

lifting, carrying, pushing, or pulling of objects and materials.

Ability to stoop, climb, crouch and kneel.

Ability to sit or stand for extended periods of time.

DESCRIPTION:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, develops and implements a comprehensive risk management and insurance program.

Acts as insurance advisor.

Receives and evaluates bids for liability and property insurance programs.

Secures information regarding current trends and changes in insurance coverage programs.

Conducts feasibility studies.

Maintains records of losses or claims, their frequency, size, and locations.

Compiles yearly statistical loss studies.

Develops and evaluates loss prevention, safety and security programs.

Administers insurance program for coverage of buildings, contents, vehicles, fire, flood, worker's compensation, and general liability.

Receives, reviews, and investigates claims.

Coordinates quarterly claims review.

Fields complaints, claims, and requests from citizens, insurers, agents, and adjusters.

Administers self-insurance programs.

Attends lawsuit depositions and mediations.

Reviews reports, assists with interrogatories, and participates in mediation and settlements of workers' compensation lawsuits.

Surveys facilities and operations to identify hazards and to evaluate risks, costs, and benefits of alternative programs.

Presides over accident hearings.

Conducts research and formal planning to establish an acceptable level of retained risk through a self-insurance program.

Develops and communicates risk management policies.

Oversees safety committee.

Coordinates training on risk management issues and safety.

Meets with elected officials and department heads in coordinating departmental safety functions.

Assists departments with risk and safety issues.

Ensures criteria is met for workers' compensation safety discount program.

Processes requests for bonds and bond renewals.

Manages leases and contracts for various properties and services.

Reviews contracts and agreements for risk and insurance issues.

Provides loss prevention guidance, identifies negative loss trends, recommends corrective actions and follows up on recommendations.

Supervises and assigns work to employees.

Reviews and evaluates employee's performance.

Establishes good working relationships with the departments and private agencies offering assistance.

Prepares oral or written reports.

Performs related work as required.

IMPORTANT INFORMATION:

An employee in this class is responsible for anticipating losses, determining causes, taking action to minimize future occurrences, and for administering the liability, worker's compensation, group life, property insurance, and safety programs of the employing jurisdiction. Work is performed in accordance with established policies and procedures under the general supervision of the Director of Human Resources or other superior with wide latitude for independent judgment and supervision and administrative direction is exercised over professional, technical and clerical employees as assigned.

IMPORTANT INFORMATION FOR ALL APPLICANTS

NOTICE:

Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the *attachments* tab on the application screen when you are applying.

All applications must be submitted online through the Mobile County Personnel Board *JobOpps* site.

Paper applications will not be accepted and will be returned.

An email address is required for all applications. For information on obtaining an email address, visit the [FAQs link](#) on the [Job Opportunities](#) page at www.personnelboard.org. The Mobile County Personnel Board does not endorse any particular provider.

Accuracy and truthfulness are of primary importance for Merit System employment and all applications are reviewed with this in mind. Errors, omissions and inaccurate information on the application will be construed as an incomplete application and will result in rejection of the application. Therefore, special attention should be given to each and every question and every attempt made to answer each correctly.

Resumes will not be accepted in place of completing the education and experience sections of the application.

INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED

Applications **must be complete** and **all required or supplemental documents** (college transcripts, driver's license, and/or certifications) **must be attached at the time of submitting the application.** See the job posting and the supplemental questions for required documents for each job posting.

**If needed, computers and scanners are available in our office
at 1809 Government Street, Mobile, Alabama.**

Our office hours are 8:00 am to 5:00 pm Monday - Friday, except for major holidays.

**Only one application will be accepted per applicant per job posting.
Subsequent applications submitted for the same job posting will be rejected.**

COLLEGE TRANSCRIPTS

College transcripts, where required or otherwise to be considered, must be attached as part of completing an application. Grade reports, computer downloads of grades, and diplomas are not transcripts and will not be considered. **Transcripts must be either an official or student copy issued by the educational institution.** See the [College Transcript Information](#) link on the [Job Opportunities](#) page at www.personnelboard.org for additional information and requirements regarding educational transcripts.

OPEN TO: All who meet the requirements as set forth in the job posting and who may lawfully be appointed to a position. Applicants for sworn law enforcement positions must be U.S. citizens.

RESIDENCE REQUIREMENTS: Unless otherwise stated in the job posting or supplemental questions, there are no residence requirements in order to apply. Applicants must bear all expenses incurred in reporting for testing or appointment. Upon appointment, the law gives the right to each Appointing Authority (Employer) to fix any further legal requirements regarding residence.

FINAL DATE FOR FILING APPLICATION: The completed application should be returned as soon as possible. In the event of tied scores, Rule 8.1 dictates that ties will be broken by the order in which applications are filed. Applications must be submitted by the final filing date and time specified on the job posting.

VETERANS PREFERENCE: For complete information on Veterans Preference points on an open competitive application, view the [Veterans Information](#) link on the [Job Opportunities](#) page at www.personnelboard.org.

MEDICAL EXAMINATION: Eligibles selected for appointment must meet the established medical and physical standards for the class of work. The medical examination must be by one of the physicians designated by the Personnel Board. Appointees must bear the cost of the examination.

The Mobile County Personnel Department reserves the right to limit the number of applicants summoned for interview. In such instances, a preliminary appraisal of qualifications, as indicated by the completed application, will be utilized as a guide in the selection of candidates to be summoned.

Aid and assistance in the examination procedure is available for the visually or otherwise disabled. Assistance may be requested by contacting the Mobile County Personnel Board at 251-470-7727.

A "Practice Test Seminar" is held in the Personnel Department Office, 1809 Government Street, Mobile, Alabama, at 9:00 a.m. on the third Wednesday of every month. The purpose of these seminars is to acquaint applicants or interested citizens with design format and procedures utilized

by the department in its administration of written test selection devices. Inasmuch as testing facilities are limited, the seminars will be on a first come, first served basis, as long as space remains available.

NOTICE: The continuing eligibility for appointment of those who secure a place on the eligible list is subject to future changes in specifications.

DONALD DEES, DIRECTOR

THE AGENCIES WE SERVE ARE EQUAL OPPORTUNITY EMPLOYERS