

Jefferson County Position Description

Name: **Department:** Human Resources
Division:

Position Title: Risk Manager/ Safety Officer **Pay Grade:** 11 **FLSA:** Exempt

Date: May 2024 **Reports To:** Human Resources Director

Purpose of Position

The purpose of this position is to oversee the County's risk management and safety programs to mitigate hazards and ensure compliance with safety regulations. This role is critical in minimizing the risk of injury, financial loss, and legal issues, thereby protecting the assets and interests of Jefferson County, and ensuring a safe working environment for all employees and residents.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Identifies and evaluates potential financial, safety, and security risks that could affect the county.
- Analyzes the likelihood and potential impact of risks on operations and develops strategies to manage or mitigate identified risks, balancing costs with potential benefits.
- Designs and updates safety programs tailored to specific departmental needs.
- Ensures all safety programs are in line with current health and safety legislation and industry standards.
- Monitors the effectiveness of safety measures and adjusts, as necessary.
- Develops comprehensive training materials for various safety topics, including workplace ergonomics, hazardous material handling, and fire safety.
- Assesses the county's insurance needs and liaises with insurers to obtain adequate coverage. Works with the County's insurance actuaries and auditors to estimate future claims expenses.
- Identifies property loss exposures and works with insurance company(s) on appropriate levels of insurance coverage. Makes recommendations regarding the adjusting and settlement of liability and property claims.
- Schedules and oversees regular training sessions and drills. Maintains records of employee participation and program efficiency.
- Leads the investigation of all workplace incidents and near-misses. Collaborates with department heads to implement corrective actions based on investigation findings.
- Provides detailed reports on incidents, including statistical analysis and future prevention strategies.
- Coordinates and leads the County Safety Committee. Provides support and direction and assumes the leadership role in reducing employee injuries.
- Keeps abreast of new and revised regulations pertaining to workplace safety and health.
- Conducts regular audits of all county operations to ensure compliance with legal and operational standards relating to safety, industrial health, environmental protection, hazard control, and loss prevention programs.
- Prepares and submits compliance reports to regulatory bodies as required.
- Monitors claims from initial report to resolution, including negotiation with insurers and claimants for settlement of claims wherein court action is not involved with the claims adjuster and prepares reports for determined action.
- Reviews and evaluates insurance policies. Prepares insurance bid specifications for the purpose of obtaining premium fees and updates on an ongoing basis. Leads the annual insurance policy renewal process.
- Responds to and resolves difficult and sensitive employee and citizen safety complaints or concerns. Participates in the inspections and reviews of the County's operations and facilities for risk management, safety and WC provisions and recommends appropriate corrective actions.

- Coordinates with local emergency services to develop cohesive response plans suitable for various emergency scenarios.
- Develops a risk reporting framework that supports the strategic decision-making processes.
- Provides regular reports to senior management and elected officials on the status of risks and the effectiveness of management strategies.
- Recommends improvements to risk management policies and practices based on trends and analysis.
- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Reports work injuries and illnesses to worker's compensation third party administrator.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Risk Management, Occupational Health and Safety, Environmental Health, Business in Analytics, or related field.
- Two to three years of experience and or training in risk management or safety roles.

Preferred Training and Experience Required to Perform Essential Job Functions

- Four to six years of related experience or training in risk management or safety roles, preferably in a governmental or similar organizational setting.
- Relevant professional certifications (e.g., Certified Safety Professional, Certified Risk Manager) are preferred.

Other Requirements – Certificates/Licensures

- Valid driver's license and ability to pass a driver's license record check.

Knowledge, Skills, Abilities

- Knowledge of occupational safety management theory, job safety analysis techniques and safety inspection procedures.
- Ability to develop and present effective training programs, maintain confidentiality, communicate clearly and concisely both verbal and written.
- Knowledge of Wisconsin, OSHA, EPA and DOT regulations and other safety standards.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style.

- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret -an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to handle stressful situations, particularly in emergency response scenarios.

Supervision

Involves leadership role such as occasional directing of others to complete assignments; others may include work-study students, temporary support, part time staff, or other individuals temporarily assigned in one's area of responsibility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee must be able to visit various departments and sites across the county, which may involve navigating rough terrain or construction areas. Regularly may be required to sit, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing, or pulling up to 25 pounds does not generally occur. There will be occasional stooping, kneeling, crouching, or crawling because of the safety inspections and investigations on a regular basis. Close vision, distance vision, color vision peripheral vision and depth perception and ability to focus will also be necessary for this position to identify safety hazards.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions and works in an office setting with regular visits to other county facilities, which may include outdoor sites and operational areas. However, the position may occasionally be exposed to hazardous materials and/or equipment. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee: _____ Date: _____

Supervisor: _____ Date: _____