

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 0263
Job Title: Director
Salary Grade: 24
Bureau: Finance
Department: Risk Management
Dept. Budget No. 008
Position I.D. 9500052
Shakman Exempt

Characteristics of the Position

General Overview

Plans, directs, administers and coordinates a comprehensive risk management program for Cook County which includes Employee Benefits, Worker's Compensation and Safety Program. These programs affect over 27,000 County employees and expenditure in excess of \$125,000,000 per year. Responsible for the development, pricing and servicing of these programs to ensure cost effectiveness and provide for the well-being of its employees County-wide. Functions in an advisory or administrative capacity relative to various County insurance programs, including life, health, property, worker's compensation, etc. Prepares operational reports, assumes appropriate accounting for losses, and assists in negotiation and evaluation of insurance proposals.

Key Responsibilities and Duties

Identifies expenses for potential exposures that may give way to a lost claim or expense to the County. Formulates a continuous program to institute corrective measures and protocols aimed at loss reduction.

Selects appropriate techniques to minimize loss; suggests techniques as to limit or restrict the occurrence of claims.

Directs risk financing and suggests financing alternatives to fund the occurrence of claims (i.e. insurance, self-funding, etc.) and recommends funding levels.

Oversees the process of claims handling to ensure appropriate payments as required.

Reviews and monitors claims activity and report trends and occurrences for future risk handling procedures to minimize costs and expenses.

Establishes positive working relationships with insurance brokers, consultants and health care providers in the development of programs for employees and the investigation of claims.

Knowledge, Skills and Abilities

Comprehensive knowledge of principles of risk and insurance management.

Knowledge of safety and loss prevention and Illinois statutes relating to risk and insurance.

Skill in developing and maintaining effective working relationships with County Officials and insurance agents, brokers and companies.

Skill in negotiating for insurance coverage at the lowest cost for coverage obtained.

Knowledge of a wide range of insurance disciplines: benefits, property, liability, worker's compensation and life.

Skill in verbal and written communications to all employees.

Ability to be organized and self-motivated and maintain focus on the efforts of risk management programs on risk, health and safety for the fiscal well-being of the County.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree PLUS a minimum of three (3) years' highly responsible experience in Risk Management, Insurance Management OR an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree.

Five (5) years related work experience in the areas of Risk Management or Insurance Management.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

JC: 0263 Revised – 04/10/12fj