

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 4619
Job Title: Deputy Director of Risk Management
Salary Grade: 23
Bureau: Finance
Department: Risk Management
Dept. Budget No. 008
Position I.D. 9500064
Shakman Exempt

Characteristics of the Position

General Overview

Assist the Director of Risk Management in the planning, administering, and coordinating of a comprehensive risk management program for Cook County which includes employee benefits, worker's compensation, general liability, and safety. These programs affect over 24,000 County employees and an expenditure of in excess of \$125,000,000 per year. Responsible for the development and pricing for servicing of these programs to assure cost effectiveness and providing for the well-being of its employees county wide. Functions in a an advisory or administrative capacity relative to various County insurance programs, including life, health, property, workers compensations, etc. Prepares operational reports, assumes appropriate accounting for losses assists in negotiations and evaluation of insurance proposals.

Key Responsibilities and Duties

Secondary point of contact and acts as the administrator of the department in the absence or incapacity of the Director of Risk Management.

Coordinates monthly meetings with the four departmental units of Risk Management to review and make recommendations for policies, procedures, and guidelines as set for by the Director.

Identifies expenses for potential exposures that may give way to a lost claim or expense to the County.

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

Reviews and monitors claim 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 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, 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' experience in Insurance, Business Administration, Public Administration **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Insurance, Business Administration or Public Administration.

Five (5) years' experience in Risk Management, Insurance, Business or Public Administration.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not 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.