

# NEW CASTLE COUNTY GOVERNMENT

Number 1285

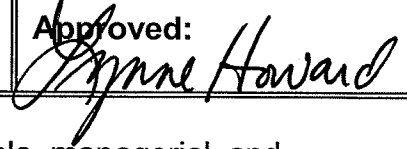
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## CLASS SPECIFICATION

Date 12/08/09

**Title:** INSURANCE AND LOSS CONTROL MANAGER

**Approved:**



GENERAL STATEMENT OF DUTIES: Performs highly responsible managerial and administrative work overseeing the insurance, loss prevention and loss control programs of New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the direction and administration of the insurance program of New Castle County, including both self-insured and externally-insured programs and workers' compensation programs. Duties encompass several areas: insurance, tort liability, claims, training, safety, loss control, workers' compensation, medical, and health and welfare. The work is performed with considerable independence under general supervision. Supervision is exercised over subordinate employees. This employee handles confidential medical and labor relations information.

### EXAMPLES OF WORK: (Illustrative Only)

- Analyzes pertinent data to determine the feasibility of retaining the responsibility for loss (self-insurance) avoiding the potential of loss by eliminating the exposure or insuring through placement with an insurer;
- Consults with management personnel and employees on loss prevention matters;
- Promotes maximum understanding of loss control program objectives;
- Evaluates compliance with the loss control program within departments;
- Inspects facilities for hazardous conditions;
- Maintains complete records of all losses, injuries, and other reported incidents and claims;
- Formulates a risk management policy statement for the County Executive;
- Prepares and submits progress reports;
- Conducts and supervises loss control training;
- Administers and manages liability exposures and coordinates associated litigation with the Office of Law;
- Assures proper investigation of accidents by supervisors and others;
- Subrogates all non-insured losses where the County is not the proximate cause;
- Administers and manages the workers' compensation program for the County;
- Administers, manages, and coordinates activities with the County's designated medical provider;
- Administers the loss control and safety functions of the County;
- Coordinates the overall protection of the County's fixed assets;
- Formulates financial data for the Office of Finance;
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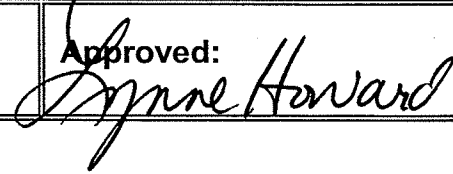
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## CLASS SPECIFICATION

Date 12/08/09

Title: INSURANCE AND LOSS CONTROL MANAGER

Approved:



- Prepares budgets and long-term financial forecasts;
- Coordinates insurance placement and claims assistance with the County's brokerage firm;
- Reviews contracts, leases, and permits for proper insurance language;
- Manages and oversees contracts with third party administrators as applicable;
- Supervises employees in the operation of related programs;
- Maintains an independent insurance software program;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of insurance, loss control, workers' compensation, and related legal issues; thorough knowledge of current risk management philosophy, insurance coverage, and workers' compensation law; good knowledge of the techniques used in investigations; good knowledge of collective bargaining practices and issues; ability to analyze claims for statistical data; ability to solve problems and to grasp and resolve issues and conflicts that occur in the related areas; ability to understand and interpret relevant collective bargaining agreements, *New Castle County Code*, policies, and established work rules; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to participate effectively in decision making groups and teams; ability to work independently or in teams; initiative; and ability to promote an ongoing attitude of dedication to excellent customer service.

**MINIMUM QUALIFICATIONS:** At least ten (10) years responsible experience in the management of insurance and loss control programs, to include multiple years of public entity experience and managerial responsibility, and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, or related field; or an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

**PREFERRED REQUIREMENT:** Graduation from an accredited law school and member in good standing of the Delaware Bar.

**ADDITIONAL REQUIREMENTS:** Ability to pass a Class III County physical examination and background check.

**HISTORY OF REVISIONS:**

Established: 01/24/02  
Revised: 12/08/09