

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## RISK MANAGER

<b>JOB CODE: 63000</b>	<b>PAY GRADE: 26</b>	<b>PAY RANGE: \$72,565 - \$116,104</b>
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### GENERAL DESCRIPTION

Under the direction of the General Counsel, this position is responsible for managing the Risk Section of General Counsel's office. This includes analyzing and adjusting bodily injury, property damage and public liability claims, as well as subrogation and asset claims. The adjuster is responsible for implementing and maintaining a professional claims management program, including interpreting and applying laws, rules, and regulations, and maintaining working relationships with Sheriff's lawyers, outside counsel, other governmental agencies, insurance companies, and health care providers. The Risk Manager is the Pinellas County Sheriff's Office (PCSO) Authorized Representative at mediations and discovery responses. The Risk Manager exercises independent judgment and discretion within set parameters of authority to resolve claims. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Initial intake of all claims, all lines, all levels.
- Communicates internally with all Bureaus regarding incidents/complaints and what should be forwarded for claims intake.
- Initial intake of citizen complaints of property damage and explanation of coverages, total loss, rental vehicles, loss of value, loss of use, and citizen's own insurance coverage.
- Identifies high liability police practices claims and potentially high risk claims for immediate review by the General Counsel.
- Investigates and completes written analysis of liability, defenses and claim value.
- Identifies claims for potential rerouting to Senior Associate Counsel through General Counsel when investigation warrants potential reassigning.
- Posts initial reserves and adjusts the reserves as information and circumstances are determined.
- Drafts Case Analysis Valuation which includes requested authority and supporting documentation for submission to General Counsel.
- Negotiates settlement of claims with attorneys, other insurance carriers or the public.
- Explains PCSO sovereign immunity and insurance coverages when appropriate.
- Ensures all subrogation paperwork is properly submitted.

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- Compiles and analyzes data to prepare statistical reports regarding claims.
- Reviews financial reserves to assist in administering self-insurance program.
- Investigates, determines and submits Restitution figures to the State Attorney's Office.
- Investigates, submits and collects on all asset claims.
- Manages and maintains files for the professional claims management program.
- Manages the claims assistant.
- Assists with defense of lawsuits, provides assistance in developing defense strategies.
- Acts as the PCSO authorized Representative in litigation cases, including signing interrogatories, appearing at mediations, and assisting outside counsel where appropriate.
- Plans and recommends new systems or procedures to prevent future claims and reduce agency exposure to liability.
- Evaluates and hires vendors to perform appraisals, and where appropriate repair services.
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Risk Management or related field AND three (3) years' related experience AND two (2) years' supervisory experience OR
- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration, Risk Management or related field AND five (5) years' related experience AND two (2) years' supervisory experience, OR
- High school graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND eight (8) years' related experience AND two (2) years' supervisory experience
- Or equivalent combination of education and experience
- Licensed as All Lines Adjuster in State of Florida
- Must possess a valid Florida driver's license



## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Effective supervisory principles and techniques
- In-depth legal, medical and claims terminology related to risk management
- Report and record maintenance principles and practices
- Accounting principles related to risk management and insurance programs
- Preparing complex records and documents regarding risk factors
- Analyzing statistical data and determining appropriate action
- Performing complex investigations
- Reviewing, analyzing, and controlling risk management objectives
- Establishing and maintaining strong internal and external relationships
- Knowledge of laws, rules, and regulations affecting public sector
- Knowledge of accepted insurance industry standards
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend or reach