



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept. 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Risk Manager/ADA Coordinator
Department: Human Resources
FLSA Status: Exempt
WC Code: 8810
Effective Date: July 1, 2019
Last Revised: July 1, 2019
Pay Grade: NU18
Union: Non-Union (Confidential)

SUMMARY

Oversees the County's Risk Management program including ensuring County has adequate insurance for various coverages as well as within county contracts. Works with County departments and outside agencies to assess and reduce litigation risk. Process and manage all risk claims. Coordinates and ensures County-wide compliance with ADA standards. Work is performed under the general supervision of the HR Director and is reviewed primarily through results attained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Perform day-to-day oversight and management of County's risk management program which includes identifying and advising department heads and elected officials of potential risk of exposure in the areas of property, auto, liability and workers' compensation losses, determining costs associated with those losses and implementing strategies to eliminate transfer or reduce those costs.
2. Monitor and coordinate occupational safety and health programs, which includes coordinating accident prevention and safety awareness training programs, conducting inspections and evaluating work sites, coordinating audiometric testing program, maintaining OSHA records; reviewing accident and injury investigation reports, participating on committees; and, performing other related tasks.
3. Review provisions in standard form county contracts involving insurance and indemnification and make risk determinations as requested.
4. Processes complex, sensitive or confidential documents where considerable procedural knowledge is required to insure completeness and accuracy.
5. Serves as ADA coordinator. Assists in the evaluation of County-owned facilities to ensure that the facilities meet Americans with Disabilities Act (ADA) standards. Participates in the prioritization of ADA compliance needs in public right of way and County facilities including adoption and implementation of transition plan(s).
6. Assists County departments to audit operations from an accessibility perspective; analyzes data and ADA-related

complaints; determines root causes; recommends access solution and improvements.

7. Ensures appropriate processes are in place to provide for resolution of inquiries and complaints from County employees and the public regarding compliance with the ADA and other applicable Federal and State laws relating to disability discrimination. Responds to request for assistance and violation complains related to the position and investigates complaints.
8. Provides technical assistance to County departments regarding violations including ADA compliance; assists in developing solutions to accommodation and barrier removal requests.
9. Monitor and analyze State and Federal insurance legislation for possible impact to risk management philosophy. Identify and evaluate potential risks or loss; recommend risk management techniques for resolving exposure issues.
10. Keep abreast of risk and/or ADA compliance related issues by attending seminars, classes, peer networking events, and other training opportunities.
11. Maintains records and prepares reports and presentations using computerized systems, programs and hardware. Compiles data and files reports related to the position.
12. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervision is not normally a requirement of this position. Serves as subject expert on risk and ADA compliance issues. Trains other employees on ADA and risk issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Thorough knowledge of public liability exposures, property, auto, general liability and special needs insurance programs and regulations relating to establishment of said program. Knowledge of contract administration. Considerable knowledge of ADA and OSHA compliance. Knowledge of workers compensation loss control concepts. Requires skill in analyzing and interpreting complex regulations; problem solving and training; and use of computer software programs for work processing, spreadsheets and databases. Ability to research assigned problems; organize materials from various sources into a format of own design; maintain confidentiality; work independently and establish priorities and organize workload to complement the needs and deadlines; understand governing regulations of assigned department; and solve problems and make accurate, independent decisions.

EDUCATION AND EXPERIENCE

Bachelor's degree in Industrial Safety, Risk Management, Public administration, or a related field and three years of risk management experience; or equivalent combination of education and experience.

JOB IMPACT

Consequences of error could include exposure to litigation, financial losses, and public embarrassment.

JOB CONTACTS

This position requires working with other county departments, City, regional, State and Federal agencies and organizations, the media, public advocacy groups, and the community to coordinate and facilitate efforts associated with department and division programs, facilities, and services.

LANGUAGE SKILLS

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 general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES

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.

OTHER SKILLS AND ABILITIES

Must be able to comprehend and interpret comprehensive budget reports applicable to assigned area and to work effectively with other employees, agencies and the general public using courtesy, tact and good judgment. Must have the ability to plan, organize, schedule and coordinate office operations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record. ADA Coordinator Training Certification Program (ACTCP) certification preferred. ARM (associate in Risk Management or ARM-P (Associate in Risk Management Public Entity) preferred.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position works primarily in the office for administrative duties, however will travel to all County locations for compliance audit purposes. While performing duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate. Frequent contacts are made with other County departments, other governmental agencies, outside agencies and the public. This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention. May be required to work flexible shifts to accommodate meetings.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	# of pounds = 25 lbs.			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	Charts- etc. programs	
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:	Driving		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>