



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Risk Management/HR Analyst

FLSA: Exempt

DEPARTMENT: County Attorney

REVISED:

Summary: Under general supervision, implements, monitors and recommends modifications in risk management techniques, and programs; identifies and analyzes loss exposure; performs a variety of duties in support of the activities of the County Attorney, and HR Departments.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates the County risk management program and associated activities including responding to and monitoring accidents/incidents, taking immediate preventative action to stop or minimize further risk, writing evacuation plans, conducting fire drills, conducting monthly risk team meetings, and attending safety meetings.
- Coordinates training for Defensive Driving, First Aid, CPR, MSHA refresher training, and other training as required; writes training programs as required.
- Furnishes first aid kits; purchases ergonomic equipment and personal protective gear for employees.
- Coordinates County insurance coverage including liability, re-insurance, property, auto, boiler and machinery coverage; coordinates and investigates claims including auto and property damage, inmate claims, and liability.
- Coordinating yearly WARM Grant for the Sheriff; and coordinating jail training classes and seminars.
- Monitors and manages safety incidents and complaints; conducts monthly safety meetings and ergonomic assessments as required; processes incident, accident and workers' compensation reports.
- Liaises with Laramie County departments and entities to ensure continuity and integrity of risk management activities and services.
- Assists in the management of the Risk program budget.
- Coordinates special projects as assigned.
- Performs activities in support of the Human Resources and Legal Offices.
- Submits weekly invoices to accounts payable.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of all aspects of risk management.
- Knowledge of employment laws and aspects of HR.
- Knowledge of safety training programs.
- Knowledge of accounting, budgeting and financial reporting.
- Skill in coordinating risk management activities and programs.
- Skill in organizing appropriate insurance coverage and managing insurance claims.
- Skill in responding to and monitoring accidents and incidents
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Minimum Qualifications:

Associates Degree in related field, or Paralegal Certification; five (5) years risk management/insurance experience, 2 years HR experience, or an equivalent combination of education, training and experience. Must have or obtain and maintain Certified Risk Manager (CRM), Insurance (CPCU), Certified Safety Executive (CSE). Must have a valid driver's license.