

**FERRY COUNTY JOB DESCRIPTION  
COMMISSIONERS OFFICE**

**JOB DESCRIPTION:** Human Resource Director ~ Risk Manager ~ Insurance  
Civil Service Chief Examiner

**SUPERVISOR:** Ferry County Board of Commissioners

**SUMMARY:**

The duties of this position include but are not limited to the management of the County's Risk/Safety programs; to provide a systematic process to identify, analyze and reduce exposure to potential risks that may threaten the health, safety and general welfare of the employees and citizens of Ferry County, and to reduce liability exposures that could result in legal actions against Ferry County. To manage Ferry County's insurance policies, including policy renewal, claims, vouchering for payment, and County policy updates for all departments. Plans, organizes and implements operation of the Human Resources Department and the Civil Service Commission.

**SCOPE OF RESPONSIBILITY:**

Manage the county's insurance policies, including basic accounting, such as creating spreadsheets for tracking premium debits and credits on a monthly basis. Management of an efficient system for the distribution of annual renewal premiums, claims and other items associated with the County's insurance policy. Processing of all claims. All of these tasks will involve working with other county departments and outside agencies such as reporting any fraudulent use of county funds to the County & State Auditor's Office.

Supervises in the Property, Casualty and Liability management function by conducting preliminary accident investigations at accident scenes or when unable to be at the location complete investigation through involved staff. Provides information to the claimant and insurance carrier; monitors and maintains files and prepares correspondence, reports and related documents.

Performs periodic inspections of County operations and facilities to determine compliance with federal, state and local safety regulations; reports noncompliance to the Board of Commissioners.

Manage the day-to-day operations of the County's Risk Management programs including developing, implementing, administering, coordinating resources and activities. Including assistance with monitoring risk management programs, including research to assure compliance with applicable laws and county policies. Works with all the department safety officers and attends the Safety Committee meetings. Research potential changes in policy regarding safety compliance and report to the Board of Commissioners of any needed amendments.

Implement and coordinate various safety programs including but not limited to: Blood Borne/Airborne Pathogens, Construction Safety, Defensive Driving, Sexual Harassment and proper lifting techniques. Manage workers compensation claims by working with employees and supervisors to complete and submit appropriate paper work, processing claims submitted, monitors claims prior to closure, provides information to claimants and supervisors on employee status and return to work resolution. Processes and monitors FMLA programs to minimize indemnity expenses and prepares reports and other related documentation.

Manage the day to day operations in Human Resources duties and be familiar with human resources related topics; i.e. – FMLA, FLSA, etc. Act as a liaison between the county's insurance carrier for human resource questions/situations and other items where county liability is at stake. Maintain all Labor and Industry claims and reports. Assist the Elected Official/Department Head in screening job applications and setting up and participating in the interview process for the department acquiring the position.

Full responsibility for the efficient and effective performance of administrative duties and the general manager and executive officer responsible to the Civil Service Commission. Report to the Commission as directed concerning the details of the work of the Commission. Assist in preparing the budget for the Commission. Classify all Civil Service positions in the classified service, maintain a list of all such classes in the classification plan and maintain specifications for each class. Attend and oversee examinations of applicants, prepare and submit a report after each examination to the Commission, together with a report on all appeals from rulings or appeals from any part of the examination. Perform all other functions necessary for the proper carrying-out of these rules and the provisions of law relating to the Civil Service System, and any such additional duties as may be assigned to him or her from time to time by the Commission. Monitor's, researches and keeps a schedule of updates and changes to policy and procedure RCW's that counties are required to enact/adhere to. Works directly with Department Heads/Policy Committee's keeping them apprised of RCW changes. Assist with updates and changes of County policies to be presented to the Board of County Commissioners for approval.

**QUALIFICATIONS:**

High School Diploma or equivalent. A minimum of two years of experience in basic accounting, general office work, experience in the insurance field, Risk Management, Human resources, and/or other related fields as well as computer skills. Experience may be substituted for educational requirements at the discretion of the appointing authority.

**EXPERIENCE:**

The ability to interpret and apply the theories, practices and procedures of OSHA and Workers Compensation rules and regulations, safety principles, methods and procedures. Ability to research, analyze and prepare comprehensive reports, policies and claim information.

Ability to carry out assigned projects to their completion; ability to communicate professionally and effectively both verbally and in writing; ability to establish and maintain effective working relationships with employees, county officials and the public. Ability to maintain confidential and sensitive information.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief to equalize peak work periods, or otherwise balance the workload.

**EMPLOYMENT STATUS:**

This position is an exempt position as per the Fair Labor Standards Act regulations as a Professional Exemption and is an "At Will Employee".

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Ferry County Commissioner Chairman

ACCEPTED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Ferry County Employee