

WAYNE COUNTY
CIVIL SERVICE – HUMAN RESOURCES

26 Church Street * Lyons, New York 14489
Telephone: (315)946-7483 Facsimile: (315)946-7488 Web: www.co.wayne.ny.us

Applications are being accepted for the position of:

SELF-INSURANCE SPECIALIST

Wayne County, New York

Salary depending on qualifications within authorized amount.

The Wayne County, NY Human Resources Department is seeking qualified candidates for the full-time position of **Self-Insurance Specialist**. The position is in the Competitive class, and the appointment will be provisional, pending examination.

The incumbent will be responsible for administering Wayne County's two self-insured programs: The Worker Compensation Program and the Wayne County Health Care Plan Trust. The incumbent will also administer the County's liability, property and other insurances. Work is performed under the direction of the Director of Human Resources with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work.

The successful candidate will have thorough knowledge of various insurance fields, good knowledge of account keeping, business math and English, knowledge of underwriting terminology, ability to administer a variety of insurance programs and policies, ability to read and interpret policies, applicable municipal laws and plan documents, ability to address people effectively with tact and diplomacy. High ethical standards are expected.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration or a closely related field, plus two (2) years of full time paid experience in managing risk, including one or more of the following: liability, property, or group insurances, worker compensation, or employee benefits; OR,
- (B) Graduation from a regionally accredited or New York State registered college with an Associate degree in Business Administration, Public Administration or a closely related field, plus four (4) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

A complete position description and application may be obtained from the Wayne County website www.co.wayne.ny.us. Applications may also be obtained at the Wayne County Human Resources Department, 26 Church Street, Lyons, NY 14489. Return completed applications to Charles A. Dye, Director of Human Resources. First review of applications will be February 6, 2012; the position will remain open until filled.

Wayne County is an Equal Opportunity Employer.

SELF INSURANCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for implementing, managing and coordinating programs related to the Wayne County Self Insurance Programs, overseeing the work of the third party administrator. General supervision is received from the Wayne County Human Resource Director and County Administrator who allows the incumbent latitude for independent action to carry out the details of the plan. Does required work as required.

TYPICAL WORK ACTIVITIES:

Assist in the Administration of the Wayne County Health Care Trust Plan, in accordance with the Trust Agreements and Plan documents, under the direction of the Health Care Trust Board and the immediate supervision of the Human Resources Director

- Oversees the work of the third-party administrator
- Provides information, responds to participant requests, appeals, and inquiries, and maintains associated records
- Provides staff support for the Trust Plan Board, scheduling meetings, drafting agendas, and providing required reports
- Assists independent auditors by gathering or preparing information, reports, and responses
- Prepares budgets, request-for-proposals, drafts agreements and contracts, stop-loss insurance purchases and renewals, and prepares resolutions as needed to maintain plan operations
- Analyzes benefit plans and suggests revisions or amendments
- Consults with outside counsel to ensure that plan actions are legally correct and defensible
- Reviews invoices and processes for payment; audits and reconciles bills
- Maintains compliance with laws and regulations and ensures that requirements, including annual reports, waivers, and notices are met in a timely way
- Participates in broad operational developments, including benefit plan analysis and redesign, and mergers

Administers the Wayne County Worker Compensation Program under the direction of the County Administrator

- Establishes and maintains worker compensation files for Self-insured plan
- Oversees the work of the third-party administrator
- Receives and processes claim forms, monthly reports, reimbursements, recoveries, and responds to information requests
- Assists in the investigation of claims
- Compiles financial and demographic data to determine annual rates based on plan defined formulas
- Maintains compliance with laws and regulations and ensures that requirements, including annual reports, waivers, and notices are met in a timely way
- Prepares budgets, request-for-proposals, drafts agreements and contracts and prepares resolutions as needed to maintain plan operation
- Consults with counsel to ensure that plan actions are legally correct and defensible
- Analyzes worker compensation records, accident and injury reports to institute safety improvements.
- Coordinates and assists with safety initiatives taken by plan participants

Administers general County insurance program under the direction of the County Administrator

- Seeks bids for auto, liability, stop-loss, and other insurance coverage as required by law or legislative authority
- Analyzes quotes to determine the best options available for coverage
- Makes recommendations and prepares submissions to the Board of Supervisors
- Completes and secures coverage based on the authority provided by Board of Supervisor action

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS :

Thorough knowledge of various insurance fields, good knowledge of account keeping, business math and English, knowledge of underwriting terminology, ability to administer a variety of insurance programs and policies, ability to read and interpret policies, applicable municipal laws and plan documents, ability to address people effectively with tact and diplomacy.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration or a closely related field, plus two (2) years of full time paid experience in managing risk, including one or more of the following: liability, property, or group insurances, worker compensation, or employee benefits; OR,
- (B) Graduation from a regionally accredited or New York State registered college with an Associate degree in Business Administration, Public Administration or a closely related field, plus four (4) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Approved & Adopted 12/01/11