

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 207

RISK MANAGER (Privacy Officer)

GENERAL

Professional and administrative work directing the insurance risk management programs of the City. Work is performed under general supervision of the Personnel Director with considerable independence within established policies.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Administers employee group health benefits program including self-funded plan and HMO programs.
- Administers auto liability, general liability, property damage, Worker's Compensation, and self-insured programs by supervising a staff involved in evaluating incident reports, determining extent of liability, and processing claims.
- Reports and recommends changes to self-insurance programs related to auditing, premiums, policy expiration dates, claims, costs, and measures to control and limit exposures to loss.
- Prepares documents, secures evidence and testimony, and confers with necessary officials on all litigation.
- Adjusts claims satisfactorily.
- Confers with City officials on legality of insurance transactions and preparation of documents, release forms, and contracts.
- Confers with doctors, lawyers, judges, and insurance carriers.
- Attends hearings on various insurance claims.
- Directs and evaluates a loss control and safety program, recommends corrective action or purchase of equipment and supplies, and maintains state required forms and records.
- Develop, implement, and oversee the policies and procedures in accordance with the HIPAA law.
- Performs as the City's group health plan Privacy Officer to comply with the privacy provisions of the Health Insurance Portability and Accountability Act (HIPAA).
- Identify reports, forms, and information that provide applicant's and employee's health information and develop safety measures to protect the release of this information.
- Ensures health information privacy training and provides orientation to employees as required.
- Works with legal counsel, management, and key department personnel involved with any aspect of release of protected health information, to ensure full coordination and cooperation under the organization's policies and procedures and legal requirements are carried out.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of insurance risk management and self-insurance.
- Knowledge of local, State, and Federal laws and regulations relating to insurance and HIPAA compliance.
- Knowledge of operational risk management, credit risk management (consumer or commercial), quantitative risk management, and/or economic capital risk management.

- Skill in gathering and analyzing data and drawing conclusions.
- Skill in preparing detailed written reports and procedures.
- Skill in drafting and giving presentations.
- Skill in showing excellent customer service.
- Ability to analyze, monitor, and resolve complex fiscal, operational and policy related problems.
- Ability to plan, organize, and coordinate the work of subordinates.
- Ability to coach, train, review, mentor, motivate, discipline, and evaluate subordinates.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain and secure confidential information.
- Ability to analyze facts and exercise sound judgment in decision making.
- Ability to develop and administer a comprehensive insurance and HIPPA program.
- Ability to effectively communicate and enforce rules both orally and in writing.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree in Risk Management, Finance, or a related field and a Florida Independent Adjuster (All Lines) License. Considerable supervisory experience in claims adjusting and self-insurance programs.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to sit for long periods of time while using a computer.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev. 12/15

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 33/50

Location: Risk Management

GERS: Regular Class