



HAYS COUNTY JOB POSTING

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| Job Title | Human Resource Risk Specialist | Job Number | 677-RMS-052820 |
| Department Head | Hays County Human Resource Director | Date Open | May 28, 2020 |
| Salary Range Minimum | \$4,242.59 Monthly | Application Deadline | Until Filled |

In order to be considered for employment with Hays County submit the following documents:

- Hays County Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.barrios@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: amanda.barrios@co.hays.tx.us

Education and/or Experience

- Certified Risk Manager designation preferred.

Other Qualifications, Certificates, Licenses, Registrations

- Bachelor's degree in risk management, business administration, human resources, public administration, or a closely related field.
- Five years risk management or safety experience. Each additional year of experience may substitute for one year of the required education on a year for year basis.

Responsibilities

- Coordinates and performs all activities regarding safety, risk analysis, workers' compensation, related and assigned training, and other human resource programs; and evaluates, develops, and assists in the implementation of human resources programs, policies, procedures, systems, and processes.
- Develops and revises standard operating procedures, risk management controls, and metrics for assigned programs.
- Conducts advanced risk identification and analysis; and recommends and implements programs, training, and solutions to identified risks.
- Serves as the county's liaison with insurance companies; gathers county data for liability and insurance coverage, bidding, and renewals and makes policy recommendations.
- Processes and manages liability claims for property, vehicles and equipment, and official coverages.
- Assists in researching and making recommendations for solutions to safety, risk, worker's compensation, and human resources issues and monitors implementation of agreed upon actions.
- Develops systems, processes, and implementation of programs for use within county departments to assist in quality and efficient management of safety, risk, and worker's compensation workflow.
- Creates long-term and strategic plans to further develop officials, managers and front-line supervisors.
- Coordinates, conducts, and prepares reports, investigates, and documents work injuries in a timely manner; maintains the accuracy and integrity of the Hays County Workers' Compensation claim records; coordinates and communicates with the injured employee and supervisor, the Hays County Treasurer's Office, medical providers, and the worker's compensation insurance carrier to ensure timely and appropriate medical treatment, accurate claim processing, payment and leave accounting; and initiates other federal and state leave laws and works with department to bring employee back on modified duty.
- Communicates information on litigated claims and gathers and provides additional documents requested by WC carrier for counsel.
- Provides internal customer service and support for management of claims and for employees who have filed claims.
- Monitors the performance of the third-party administrators and clinic services to help ensure the timeliness and thoroughness of the worker's compensation claim and medical service process.
- Reviews estimated and actual annual cost of Workers' Compensation insurance and prepares annual comparisons.
- Assists in the development of county-wide training to promote understanding of safety, risk potential, workers' compensation, and employment issues. ☐ Consults with employees, department heads, and elected officials regarding compliance with and communication, interpretation, and implementation of county policies and other relevant laws and regulations.
- Stays up to date on safety, risk, worker's compensation, and employment laws, regulations, practices, and procedures and implements changes as appropriate.
- Performs other duties as assigned.

Summary

Under general supervision, the Risk Management Specialist performs administrative work in support of the County's safety and risk programs. Work includes planning, developing, and implementing safety, risk and liability management, and worker's compensation programs, policies, and procedures. Work involves serving as the county's liaison with insurance companies, gathering county data for liability and insurance renewal and bidding process, and ensuring county officials and property are sufficiently insured and managing claims against liability policies. Work also includes performing all processes of the county's workers' compensation program. Through discretion and independent judgment, establishes criteria, formulates projects, assesses program effectiveness, and investigates and analyzes a variety of unusual conditions. Assists in the development of best practices, organization, and review.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.