

NEW CASTLE COUNTY GOVERNMENT

Number 0296

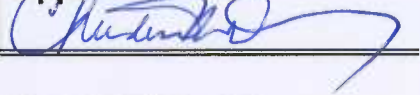
CLASS SPECIFICATION

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Date 04/27/15

Title: INSURANCE ADMINISTRATOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs administrative work analyzing and administering the insurance program and insurance contracts or programs entered into by New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the administration and implementation of the assurance program of New Castle County, including both self-insured and insured programs. The work performed encompasses several functions: claims, training, health benefits, safety, and loss control. Work is performed with considerable independence under general supervision. Supervision is exercised over subordinate employees in the operation of this program. This is a confidential position dealing with highly sensitive labor relations matters.

EXAMPLES OF WORK: (Illustrative only)

- Administers the County's insurance and self-insurance programs and related financial responsibilities;
- Consults with management personnel and employees on loss prevention matters and health benefits;
- Attends meetings to promote maximum understanding of the loss control and safety program;
- Meets with representatives of the broker and carriers;
- Evaluates the program as it relates to specific departments, divisions, and sections;
- Assures proper investigation of accidents by supervisors and others;
- Administers and manages the worker's compensation, property, and casualty losses for the County;
- Maintains complete records of all losses, injuries, and other reported incidents and claims;
- Prepares and submits reports of progress to include problems, trends, where, why, and recommends course of action;
- Attends grievance or other hearings and meetings as a technical and/or management witness or advisor;
- Subrogates, in coordination with the Office of Law, all non-insured losses where the County is not the proximate cause;
- Coordinates legal defense of third-party litigation with the Office of Law;

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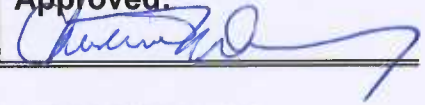
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CLASS SPECIFICATION

Date 04/27/15

Title: INSURANCE ADMINISTRATOR

Approved:



- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of fiscal and financial reporting methods and systems; thorough knowledge of current loss control philosophy, insurance coverage, health benefits, tort, and worker's compensation law; good knowledge of labor relations practices, methods, and techniques; ability to read and analyze insurance contracts, reports, and other pertinent documents; ability to investigate claims, analyze information, and related statistical data, make valid conclusions and recommend courses of action; ability to communicate effectively, both verbally and in writing; ability to establish and maintain effective working relationships with brokers, carriers, general managers, union officials, other employees, and the general public; ability to supervise others; some knowledge of computerized information systems; thoroughness and dependability.

MINIMUM QUALIFICATIONS: At least five (5) years of experience in the administration of automobile, general liability and worker's compensation losses, health benefits, loss control and safety including experience in the analysis of insured and self-insured programs, to include at least one (1) year of supervisory responsibility, and possession of a Bachelor's Degree from an accredited college or university; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 12/07/92
Revised: 04/01/96
Revised: 07/01/97
Revised: 04/06/04
Revised: 04/27/15