



City of Sunrise

Assistant Risk Manager 101823

SALARY	\$41.90 - \$59.20 Hourly \$87,143.66 - \$123,132.96 Annually	LOCATION	Sunrise, FL
JOB TYPE	Full Time	JOB NUMBER	Assistant Risk Manager 101823
DEPARTMENT	Finance and Administrative Services	DIVISION	Administrative Services
OPENING DATE	10/18/2023	CLOSING DATE	Continuous

Description

NATURE OF WORK

This classification involves highly responsible professional and supervisory work providing advice, recommendations and assistance to the Risk Manager. The incumbent is primarily responsible for the administration of best industry practices to promote customer service and the financial strength of the City's loss control programs, safety policies and procedures, environmental and training programs, drug-testing programs, regulatory compliance, self-insured workers' compensation (WC) plan, administration of the property & liability insurance programs. Incumbent will also oversee audit and bill review for the self-funded employee group health plans, various fully-insured employee group benefit plans for dental, life, vision, supplemental illness and accident, long-term disability, and long-term care insurance plans. Incumbent works closely with plan administrators, assisting the Risk Manager with the supervision of the City's Risk Management Analyst and the City's Employee Benefits Specialist to deliver effective occupational medicine programs, safety and training programs, and employee benefits programs, wellness events, employee satisfaction surveys and educational campaigns to promote overall population health management.

An incumbent in this classification is responsible to provide assistance the Risk Manager with the oversight of the third-party claims administrators (TPA) administering claims for the self-insured WC program, property & liability programs, and the administrative service organization (ASO) providing City with employee group medical benefits administration. This position is deemed a key essential employee and is responsible for risk management's operations in the absence of the Risk Manager. Supervision and delegation is exercised over subordinate risk management staff for necessary assignments.

General direction and strategic guidance are received from the City's Risk Manager, who monitors the incumbent's performance for desired results. The incumbent is responsible for being the lead on rapid damage assessment and disaster recovery claim filing with City's insurance providers.

Examples of Duties

ESSENTIAL JOB FUNCTIONS

- Provides peer review on First Report of injury or illness; works with third-party WC claims administrator (WC TPA), and provides supervision over the Risk Management Analysts with determinations on compensability, authorizing necessary medical treatment and referring injured employees to approved primary and specialty WC providers.
- Responsible for adopting and implementing best claim policies and strategies for complex and litigated files, liability claims, property claims and/or review of settlement offers made by the City's liability claims administrator.

- Provides Risk Manager with assistance, and supervision of the Risk Management Analyst, with review claims for applicable third-party liens; attends state mandated mediations to negotiate contingent settlements or resolutions of petitions for benefits, subject to City's claim settlement resolution.
- Provides peer review to Risk Manager and Risk Management Analyst with determining post-accident drug testing pursuant to State and Federal guidelines arising from work-related accidents.
- Assists the Risk Manager, and supervises the Risk Management Analyst, with each WC claim until claim is closed, including needed assistance from the WC TPA and outside counsel for determining compensable industrial accidents and course and scope of employment, proper diagnosis, medical progress, work restrictions, and available light duty.
- Provides assistance to Risk Manager, or acts as Risk Manager's designee as the primary liaison with the City's property & liability claims TPA, , claims adjusters, outside defense attorneys, employees, affected departments and various other parties involved in resolving third-party liability claims or first-party property claims.
- Works on special projects with guidance from the Risk Manager and/or the City's Manager's Office successful delivery and upmost quality of service to City employees.
- Audits and provides peer review over wire transfers prepared by the Risk Management Analyst and concurrently approved by the Risk Manager for on claim payments by WC TPA.
- Works with field nurse case managers on complex medical claims payments, meets with injured employees, and attends quarterly claims review with WC TPA, outside defense attorney and City's Risk Manager for legacy, litigated and complex WC claims.
- Supervises Risk Management Analyst and reviews WC medical reports to ensure compliance with statutory WC requirements and referrals for treatment, diagnostic work or durable medical equipment. .
- Peer reviews time cards and authorized WC time for payroll weekly; supervises Risk Management Analyst with compiling information and preparing 13 (thirteen) week wage statements.
- Supervises the Risk Management Analyst in coordinating cases with departments to arrange light duty assignments, return to duty full-time, and monitors each case until closed.
- Assists the Risk Manager, and supervises Risk Management Analyst, with identifying and implementing effective claim measures for managing claims.
- Supervises Risk Management Analyst with WC audits year end WC reports for the City: Reportable WC Payroll Report, and WC Summary Report.
- Responsible for supervising Risk Management Analysts with the submission of accurate WC reports filed with Florida's Department of Financial Services.
- Supervises Risk Management Analyst with preparation and filing of Self-Insurer Payroll Report (LES SI-5) and Unit Statistical Report (SI-17).
- Provides assistance to Risk Manager with auditing and overseeing the Employee Benefits Specialist and outside consulting firm with collecting, preparing and organizing the data to file the any required Internal Revenue Service's form 1094-B Transmittal of Health Coverage Information Returns and form 1095-B Health Coverage.
- Administers and approves the Safety Shoe and First Aid programs for the City.
- Considerable knowledge of job hazard analysts, and facility loss control inspections.
- Prepares data and acts as staff liaison for City Safety Committee
- Administers citywide random drug screening program
- Administers citywide driver's license monitoring program
- Maintains and monitors citywide asset schedule for insurance policies
- Manages property and liability insurance policies and coordinates renewals
- Reviews and supervises Risk Management Analyst with preparing and approving deductible stop-loss reimbursements with City's liability program.
- Collects and forwards loss data to assist WC actuary in projecting the City's loss reserves for WC financial report and budget preparation.
- Responsible for timely payments of WC self-insurance state assessment and TPA claim management fees.
- Responsible for obtaining annual renewal of Certificate of Servicing for WC Self-Insurers.
- Initiates and completes all paperwork required for claim financial transactions and ensures required counter approvals by Risk Manager.
- Acts as Risk Manager's designee to authorize settlement for liability claims and WC claims per the City's claim settlement resolution and/or Federal and State laws.
- Acts as Risk Manger's designee to authorize execution of various contracts, amendments and related insurance applications or documents per City resolutions and procurement procedures.
- Assists Risk Manager in the preparation of Requests for Proposals specifications for self-funded WC TPA services, fully-insured or self-funded employee benefit plans and other related contracted risk management services for

professional services, consultants, actuarial services and regulatory compliance.

- Participates in the evaluation of proposals and in negotiating contracts; prepares documents for review or approval by the Risk Manager, City's administration and is responsible with monitoring contracts to ensure compliance with negotiated terms and conditions as well if updated language is necessary to clarify intent or compliance with various legislative mandates.
- Assists Risk Manager, City's benefits consultant, and supervises Employee Benefits Specialist, with the management of the fully-insured or self-funded employee benefit plan renewals or procurement processes.
- Assists Risk Manager, and supervises Risk Management Analyst, with coordinating services from benefit consultants, auditors, adjusters, WC defense attorneys, benefit lawyers, and actuaries providing rate studies, mandated plan filings and certifications for the WC plan and employee group health insurance plans.
- Assist Risk Manager, City's benefit consultant and supervises Employee Benefits Specialist, with analyzing monthly and annual medical plan utilization reports to determine recommended changes to plan design based on claim patterns and utilization in comparison with City's peer group national averages.
- Collects loss experience and loss exposure data from relevant internal and external resources.
- Serves as secondary backup contact to the City's Risk Manager for all plan providers.
- Assists the Risk Manager, and supervises Employee Benefits Specialist, with co-chairing and preparing benefit plan renewal or progress material for the City's Employee Group Insurance Benefit Committee; and acts as the City staff representative in the Risk manager's absence.
- Assists Risk Manager, City's benefit consultant, and supervises Employee Benefits Specialist and Risk Management Analyst in reviewing the self-funded employee benefit plan claims experience reports at various modes; reviews WC claim experience reports monthly.
- Assists Risk Manager with developing strategies to achieve organizational goals; analyzes market and competition; identifies external threats and opportunities; adapts to changing conditions.
- Assists Risk Manager with monitoring legislative changes, including financial impact and implementing remedial measures for compliance; assists Risk Manager with conducting surveys and market research.
- Assists Risk Manager with making decisions and recommendations regarding hiring, discipline, counseling and promotion of subordinates with work related concerns.
- Performs related work as required.

Requirements

EDUCATION

- Graduation from an accredited college or university with a bachelor's degree in Risk Management, Insurance, Safety Engineering, Emergency Management or Environmental Sciences, Human Resources, Finance, Public or Business Administration, or a closely related field required.
- **PROOF OF HIGHEST LEVEL OF COMPLETED EDUCATION MUST BE SUBMITTED AS AN ATTACHMENT WITH APPLICATION. (Applications without attached proof of education will not be processed for consideration.)**

EXPERIENCE

- Extensive experience in administering, implementing, and monitoring organizational-wide programs in more than one of the following areas: loss control, training and loss control programs; regulatory compliance; and/or liability claims management, including some supervisory experience for a small to intermediate size government or private employer.
- Additional experience following concentrations preferred:
 - Random and post-accident drug testing programs
 - Self-insured workers' compensation claims handling
 - Litigation management
 - Disaster recovery claims management
 - Employee group insurance benefits

PREFERRED QUALIFICATIONS:

Any one or more of the following professional designations, licenses or certifications, or related industry designation or certification preferred:.

- Chartered Property & Casualty Underwriter (CPCU)
- Registered Employee Benefits Consultant (REBC)
- Certified Employee Benefits Specialist (CEBS)
- Workers' Compensation Claims Professional (WCCP)
- Associate in Risk Management (ARM)
- Risk Management for Public Entities (RMPE)
- Certified Risk Manager (CRM)
- Certified Insurance Counselors (CIC)
- Insurance adjuster license – State of Florida or equivalent

PHYSICAL REQUIREMENTS**Physical**

- **The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to communicate. The employee is frequently required to move and remain stationary during long periods of time. The employee must occasionally lift and/or move up to 30 pounds.**

Sensory

- The ability to perceive and differentiate visual cues or signals. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. Tasks require the ability to communicate orally and in writing. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Work Environment

- Work is performed in various environments including standard office setting and at various public locations within the City including. Locations, shifts and work hours may include evenings, weekends and holidays.

Supplemental Information**KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of the administration, terminology, technology and best industry practices related to safety, drug-testing, regulatory compliance and self-insured WC plans.
- Working knowledge of the administration, terminology, technology and best industry practices related to self-funded worker's compensation plans.
- Considerable knowledge of the administration, terminology, and technology and best industry practices related employee wellness events and initiatives for environmental science and regulatory compliance
- Some knowledge of the administration, terminology, and technology of payroll benefit and deduction codes.
- Considerable knowledge of OSHA guidelines, best practices with accident investigation, motor vehicle record management, and disaster recovery and rapid damage assessment.
- Working knowledge of applicable Federal and State laws affecting these self-insured, self-funded or fully-insured programs.
- Considerable knowledge of safety's role in general risk management practices, general principles of legal liability and sovereign immunity, self-insurance programs, employee benefits, and worker's compensation laws.
- Working knowledge of contact law, indemnification provision and insurance requirements.

- Considerable experience and knowledge with public speaking, conducting open enrollment meetings, and supervisor training meetings.
- Ability to develop and conduct various training seminars related to safety, occupational medicine and comfortable making presentations to large groups of employees or smaller groups of management staff regarding safety-related matters.
- Ability to effectively and professionally express WC, safety, property & liability insurance, or employee group insurance benefits related findings and recommendations in a clear, relevant, concise, complete manner, whether orally and in writing, allowing all levels of employees, management, or supervisor recipients to acknowledge and draw conclusions with understanding.
- Ability to establish and maintain effective working relationships with subordinates, supervisors and various City employees outside agencies, consultants, adjusters and defense lawyers.
- Considerable knowledge of the administration, terminology, and technology with developing a safety policy and procedures manual.
- Some knowledge of the administration, terminology, and technology of payroll benefit and deduction codes.

Agency

City of Sunrise

Address

10770 W. Oakland Park Blvd.

Sunrise, Florida, 33351

Phone

954-838-4522

Website<http://agency.governmentjobs.com/sunrise/fl/default.cfm>

Assistant Risk Manager 101823 Supplemental Questionnaire

*QUESTION 1

Can you provide proof of graduation from an accredited college or university with a bachelor's degree in Risk Management, Insurance, Safety Engineering, Emergency Management or Environmental Sciences, Human Resources, Finance, Public or Business Administration, or a closely related field required? (PROOF OF EDUCATION MUST BE SUBMITTED WITH APPLICATION)

☐ Yes☐ No

*QUESTION 2

Do you possess extensive experience in administrating, implementing, and monitoring organizational-wide programs in more than one of the following areas: loss control, training and loss control programs; regulatory compliance; and/or liability claims management; including some supervisory experience for a small to intermediate size government or private employer?

☐ Yes☐ No

*QUESTION 3

Do you possess additional experience with random and post-accident drug testing programs; self-insured workers' compensation claims handling; litigation management; disaster recovery claims management; and/or employee group insurance benefits?

☐ Yes

☐ No

***QUESTION 4**

Please indicate if you possess considerable working knowledge in the administration of (CHECK ALL THAT APPLY):

- ☐ Self-insured Worker's Compensation program
- ☐ Self-funded employee group health insurance plans and/or supplemental plans such as, dental, life, vision, supplemental illness and accident, long-term disability, and long-term care insurance plans.
- ☐ Property & Casualty insurance programs and/or intergovernmental risk pooling.
- ☐ Contract law, indemnification provision and insurance requirements
- ☐ Litigation management, attending mediations, including drafting discovery responses to interrogatories, requests for production and admissions.
- ☐ Liability claims handling for motor vehicles accidents, facility premises, sidewalks and/or water/wastewater operations.

***QUESTION 5**

Please indicate any of the professional designations you currently possess (PROOF OF DESIGNATION, CERTIFICATION OR LICENSE MUST BE SUBMITTED WITH APPLICATION):

- ☐ Chartered Property & Casualty Underwriter (CPCU)
- ☐ Associate in Risk Management (ARM)
- ☐ Certified Risk Manager (CRM)
- ☐ Insurance Adjuster License – State of Florida or equivalent
- ☐ Certified Safety Professional (CSP or ASP)
- ☐ Other

***QUESTION 6**

Do you possess considerable experience and knowledge with public speaking, conducting public committee or advisory meetings, and/or supervisor training?

- ☐ Yes
- ☐ No

***QUESTION 7**

Do you possess extensive knowledge of the administration, terminology, and technology with developing a safety policy and procedures manual?

- ☐ Yes
- ☐ No

***QUESTION 8**

Please describe your relevant risk management and related professional experience that qualifies you for this position:

* Required Question



BENEFITS PACKAGE SUMMARY GENERAL EXECUTIVE / MANAGEMENT HIRED ON OR AFTER 10/01/18



The City of Sunrise is an economic powerhouse in western Broward County encompassing more than 18 square miles. As the host of Sawgrass International Corporate Park – the largest business park in South Florida – Sunrise has its own flourishing job market and currently employs approximately 1,100 employees and numbers continue to rise.

The City takes a very active role in business development, recruitment and prides itself on creating job opportunities for its residents. There are very few communities of similar size that welcome the tens of millions of visitors that we do here in Sunrise, or that can boast the magnitude of regional assets found in our City.

Our City shines and we understand in order to shine brighter; we must continue to recognize our employees as one of our most valuable assets. The City of Sunrise takes great pride in recruiting future employees and developing and retaining current ones by offering our comprehensive compensation and benefits package throughout an employee's career.



BENEFITS PACKAGE SUMMARY GENERAL EXECUTIVE / MANAGEMENT HIRED ON OR AFTER 10/01/18

5% Supplemental Pay:

General Executive/Management employees shall receive a five percent (5%) supplemental pay calculated on the employee's base rate of pay.

City-Paid Medical Benefits:

- Group Health Insurance: The City pays for 100% of the cost for single coverage for full-time employees and 66.66% of cost for Dependent/Family Coverage. Upon retirement and separation from City employment, employee receives a monthly stipend of \$350 per month, applicable toward retiree health coverage.
- Life Insurance: \$50,000
- Accidental Death & Dismemberment (AD&D): \$50,000
- Eye Care Reimbursement– \$250 every two (2) fiscal years (Employee only)
- EKG/Stress Test – Up to \$150 reimbursement per fiscal year (Employee only)
- Physical Examination – \$250 reimbursement per fiscal year (Employee only)
- Employee Assistance Program (EAP) through Cigna Behavioral

Retirement:

- Employee Contribution = 8%
- Vesting = 10 Years
- Normal Retirement Benefit = 2.5% of pensionable earnings for each year of creditable service
- Average Final Compensation (AFC) = 3 best consecutive earning years
- Maximum Benefit = 80% of AFC, not to exceed \$80,000.
- Normal Retirement = Age 62 and ten (10) years of creditable service
- Early Retirement = Age 57 and ten (10) years of creditable service, 3% annual reduction for each year prior to normal retirement age
- 13th check based on monthly retirement, payable if the pension plan funding status is equal to or greater than 100%. Paid in December each year following retirement
- Deferred Retirement Option Plan (DROP) = 4 years/48 months maximum
- DROP Interest Rate = 4%, compounded annually



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Longevity:

Based on successful completion of full-time, continuous service with the City, employee shall receive the following:

<u>Years of Creditable Service</u>	<u>Longevity Benefit*</u>
10 Years	2.5%
15 Years	2.5%
20 Years	5.0%

* Longevity Benefit calculated on employee's base rate of pay

Paid Holidays:

Employees receive the following City-paid holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- 4th of July, Independence Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Labor Day

Annual Leave:

Annual leave may be taken as earned. Maximum accumulation each fiscal year is 360 hours. At time of resignation or retirement, employee is paid for all annual leave accrued at their current rate of pay. Annual leave is accrued based on continuous, full-time service with the City, as follows:

<u>Completed Months of Service</u>	<u>Total Hours Accrued Annually</u>
Up to and including first 60 months	152 hours
Greater than 60 months through 120 months	192 hours
Greater than 120 months through 204 months	232 hours
Greater than 204 months	272 hours



BENEFITS PACKAGE SUMMARY GENERAL EXECUTIVE / MANAGEMENT HIRED ON OR AFTER 10/01/18

Annual Leave Cash Out:

Employee can opt to receive a non-pensionable cash payment twice per year for up to forty (40) hours of annual leave, provided accrued annual leave bank does not fall below eighty (80) hours.

Floating Holidays:

Upon completion of twenty-six (26) weeks of full-time employment with the City, employee shall be entitled to utilize up to five (5) floating holidays per fiscal year. Floating holidays shall not carry over to the next fiscal year.

Perfect Attendance:

For every six (6) months period (April 1 - September 30) and (October 1 - March 31) in which, no sick or unpaid leave is utilized, an employee shall receive ten (10) hours of annual leave credited. Employees who qualify for a consecutive Perfect Attendance benefit shall receive fourteen (14) hours of annual leave credited for each applicable consecutive earning period.

Sick Leave:

Each employee earns (96) hours (12 days) of sick leave annually with no waiting period for use and a maximum accrual of 1,440 hours. Upon separation of City employment due to resignation, employee shall receive payment of all accrued sick leave at a rate of twenty-five percent (25%) of the employee's current rate of pay at time of resignation. Upon separation of employment due to retirement, employee shall receive payment of all accrued sick leave at a rate of fifty percent (50%) of the employee's current rate of pay at the time of retirement.

Sick Leave Conversion:

After completion of one (1) year of continuous, full-time employment with the City, an employee may convert their unused portion of their first six (6) days (maximum of forty-eight (48) hours) of accrued sick leave into annual leave. Conversions are subject to the following: A minimum of 96 unused sick leave hours accrued prior to hours being converted, total eligible sick leave hours to be converted shall be reduced hour-for-hour by any sick leave hours utilized during the eligible benefit period, and conversion subject to annual leave accrual cap.



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Bereavement:

Qualifying City-paid Bereavement Leave as follows:

- In State = Up to 3 Days
- Out of State = Up to 5 Days

Tuition Reimbursement:

After two (2) years of full-time employment

- 100% reimbursement for a grade of A or B
- 50% reimbursement for a grade of C
- \$500 books/lab reimbursement per semester

Credit Union:

We Florida Financial Bank & Credit Union – 8890 NW 44th Street, Sunrise, FL. 33351

Optional Voluntary Benefits (paid by the employee):

- Single or Family Dental Insurance Coverage
- Single or Family Vision Insurance Coverage
- Accident Advantage
- Life Insurance Coverage
- AD&D
- Long Term Disability Insurance Coverage
- Long Term Care Insurance Coverage
- Short Term Disability
- Critical Care Protection
- Cancer Protection Assurance
- MissionSquare Retirement Compensation Programs
 - 457 Deferred Compensation Plan
 - 401(a) Governmental Purchase Plan: Newly hired

Important Note: The description of benefits for which, an employee may be eligible have been generally summarized in this information sheet for your convenience; however, you must refer to all applicable City ordinances, collective bargaining agreements and/or plan documents for specific terms and conditions. These benefits may be affected by future changes in policy, collective bargaining, City ordinances and/or legislative actions. The City reserves the right to increase, modify, decrease or eliminate benefits at any time. No benefit is created or maintained simply based on this document, and its contents do not give rise to any contractual rights related to continuing employment or receipt of benefits between the City of Sunrise and its employees. The information contained herein supersedes any prior benefit sheet(s).