

Market Range Detail - Deputy Director - Risk Management

Effective Date

January 10, 2011

Market Range Title Description

This position is responsible for assisting the Director – Risk Management with the overall planning and management of the operations of Maricopa County's Risk Management Department to achieve the department's mission of providing loss prevention, control programs and direction, insurance, environmental and claims management services to Maricopa County departments, districts and Trust members to reduce or eliminate losses. The deputy director provides significant input and guidance to the director influencing executive decisions that direct the operations of the department and has responsibility for directing the management of operational/technical functions. The deputy director performs advanced legal work in the area of risk and claim liability management and has oversight of comprehensive insurance programs, claims adjusting, and resolution activities.

Typical job duties include: acting in the director's absence; managing subordinate administrative and operational managerial and supervisory staff; providing the director with considerable input in the development and implementation of department strategic goals and objectives related to the department's mission; managing liability claims by communicating, organizing, and coordinating activities with County management, attorneys, and department directors; evaluating and maintaining an information system for timely and accurate recording of claims, settlements and other related risk costs; providing operational and risk management analysis reports and recommendations; managing the County's workers compensation program; conferring with the County Attorney's Office on legal issues affecting the County's exposure to risks; managing and coordinating County Counsel and outside attorney representation on all litigated claims; presenting claims to the Board of Trustees or Board of Supervisors for payment authority; assisting in the evaluation and procurement of property and liability insurance; reviewing bid proposals and contracts for outside contract services for risk management programs; reviewing and approving contract language involving professional services, construction, and procurement contracts for sufficiency of insurance coverage and indemnity protection; leading and directing special operational and organizational studies/project; representing the director in high level meetings with County management, the Board of Supervisors, and outside agencies; assisting the director in the preparation and administration of the department budget and fiscal matters. This is a single incumbent position at the executive level within the department and works under the direction of the Director – Risk Management.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$38.31	\$51.04	\$63.76

Likely Minimum Qualifications

- Bachelor's degree in Insurance, Risk Management, Finance or a related field.
- Minimum of 8 years of professional experience in risk management including at least 4 years of directly related supervisory and/or management experience.
- Master's degree in Risk Management or a related field preferred.
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications.

Working Titles

- Deputy Director - Risk Management

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.