



**Warren C. Evans**  
County Executive

**DIVISION DIRECTOR OF RISK MANAGEMENT  
AND BUDGET**

**GENERAL SUMMARY:**

This position serves as risk advisor to the Department of Management & Budget and a legal interface to the Division of Accounts Receivable regarding litigation of A/R collections. Responsibilities include providing onsite professional risk support, safeguarding Wayne County assets and communication of risk results to departmental administrations, Division Finance Director, CFO, other Management & Budget Divisions and other interested parties. In addition, this position is responsible for the preparation and litigation of accounts receivable collections.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Responsible for retention & administration of the County's self insurance programs in compliance w/the State of Michigan insurance laws.
- Administer & adjudicate non-litigated first and third party liability and property claims presented against the County. Bodily injury, property damage, and road defect claims must be investigated and resolved in compliance w/the provisions of public Act 170 of 1964 regarding governmental liability for negligence.
- Consult w/Corp Counsel on lawsuits which may be the result of commitments through contracts, law enforcements, operations, etc.
- Consult w/County departments on the types of insurance coverage maintained by the County as well as required insurance coverage for vendors and other third party contracts.
- Submit significant first and third party claims above the County's self-insurance retention to appropriate insurance companies; review insurance

policies for compliance, congruence and continuity. Investigate and prepare claims information, review reserves, and approve settlements under the insured programs.

- Administer subrogation claims
- Review, adjudicate, advise and manage Personal Injury Protection (PIP) Claims through the assistance of Review Works, the medical records review firm contract with the County. Procure & administer PIP contracts for surveillance services, Independent Medical Exams (IME's), pharmacy benefits, transportation, lost wages and care services. Ensure the County's compliance w/the federal & state statues regarding timely payments to claimants.
- Procure and monitor third party contracts for electronic claims management and tracking systems (Riskmaster) and for PIP claims (Review Works)
- Prepare RFP's for Risk Management a swell as assist in the RFP evaluation and selection processes.
- Responsible for overseeing the litigation for A/R and to work with the collections agency in order to pursue a lawsuit
- Manages the delinquent accounts w/demand letters to the municipalities, vendors, etc for the AR department
- Other projects and duties as requested

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of accounts receivables and payables
- Knowledge of financial reports related to government use
- Knowledge of supervisory principles
- Knowledge of budget & litigation operations
- Knowledge of general ledger software, J.D. Edwards and other ERP solutions
- Knowledge of Yellow Book standards, GASB and FASB standards, OMB Circular A-133 Compliance Supplement, and AICPA Accounting and Auditing Guide for State and Local Governments, Insurance Design, Risk Management and Auditing
- Ability to use judgment, reasoning and decision making skills for executive level initiatives
- Ability to establish effective relationships with constituents at all levels of the County organization
- Computer skills for basic office services

- Advanced spread sheet applications & computing
- Interpersonal skills

**\*Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

#### **REQUIRED COMPETENCIES:**

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Political Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

#### **DESIRED EXPERIENCE AND TRAINING:**

Experience: One – Three (1 - 3) years in risk management, professional accounting and/or financial reporting experience with two years of A/P litigation.

Training: Juris Doctorate degree with a focus in Risk, Accounting, Finance or related field or equivalent educational experience.

License: Bar Certified

#### **WORKING CONDITIONS:**

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended

to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources  
County of Wayne, Michigan  
July 2015