



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** **RISK MANAGER – MONROE COUNTY**  
(Provisional\* Appointment)

**SALARY:** \$60,695 - \$78,271 annually

**LOCATION:** Monroe County Department of Human Resources

**JOB SUMMARY:**

This is a professional position responsible for coordinating safety, loss control and insurance issues related to county operations. The Risk Manager recommends operational policies and procedures related to risk management including safety measures to reduce workers' compensation claims and third party liability. The employee reports directly to and works under the general supervision of an administrative-level staff member. Does related work as required.

**PROPOSED MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus four (4) years paid full time or its part time equivalent experience at an administrative level that shall have involved risk management or personnel administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus two (2) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** March 26, 2019

**Posting Deadline:** April 22, 2019

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.