

## **RISK MANAGEMENT ANALYST**

### **Job Summary:**

Under direction, performs specialized professional level work in loss control liability and insurance administration.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind duties and work assignments.)

1. Administers the city's liability/loss control program.
2. Identifies major areas of liability through critical analysis.
3. Recommends appropriate levels of insurance coverage.
4. Markets the city's insurance program and secures sufficient levels of insurance.
5. Prepares specifications, reviews bids and makes recommendations to City Manager regarding liability and safety.
6. Prepares Council agenda items regarding liability insurance levels.
7. Manages the city's insured and self-insured liability programs.
8. Assigns and monitors claims handled by independent adjusters.
9. Adjusts in-house claims which do not require assignment to outside adjusters.
10. Advises appropriate staff regarding status of State and Federal legislation and regulations concerning safety/liability issues and provides assessment of compliance requirements.
11. Assists departments in establishing and maintaining safety standards for the city and public.
12. Reviews various contracts and agreements for liability and safety considerations.
13. Maintains current knowledge of legislation, regulations, and policy trends in safety/liability.
14. Attends mandatory settlement conferences, trials and small claim hearings regarding liability claims.
15. Answers interrogatories (both form and special).
16. Reviews all certificates of insurance.
17. Performs quarterly analysis of claims for type, frequency, location and amount.
18. Develops and coordinates the implementation and maintenance of the city's Injury, Illness and Prevention Program (IIPP) to prevent injury, occupational illness and damage to property.
19. Maintains pertinent safety manuals, including preparation and distribution of appropriate updates.
20. Establishes and implements safety training objectives, plans and schedules; conducts safety training in OSHA required areas of training.
21. Represents City in inspections and hearings conducted by Cal/OSHA and other regulatory agencies.
22. Conducts facility and site inspections; job hazard analyses and other evaluations to identify hazards and potential risks; makes recommendations to managers as required to implement appropriate corrective actions; conducts audits of corrective actions to ensure compliance.
23. Conducts post accident investigations; chairs Employee Safety Committee; makes recommendations for changes in equipment and processes to correct unsafe conditions; assesses incident statistics to determine requirements for new or modified training.

24. Works directly with workers' compensation staff in minimizing work related injuries.
25. Consults with Human Resources regarding employees who require reasonable accommodations.
26. Provides staff with pertinent information regard rights under the American with Disability Act (ADA).
27. Prepares and disseminates materials to employees regarding their rights under the ADA; ensures city's ADA compliance.
28. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Bachelor's degree in an occupationally related field and three (3) years of full-time, paid experience in the administration of liability, insurance, risk management, or claims adjustment. Certification in risk management or a property casualty insurance license is desirable. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Liability and property insurance.
- Claims administration.
- Concepts and principles of insurance law.
- Safety rules and regulations.
- Loss prevention training resources techniques.
- American with Disability Act (ADA).
- Cal/OSHA regulations.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- City organization, operations, policies and objectives.
- Training principles.
- Personal computer software and hardware.
- Office practices and procedures.
- General record keeping practices.
- Research, statistical and analytical methods.
- Cost analysis.
- Effective methods of report presentation.

**Skill and Ability to:**

- Analyze and evaluate loss expectancies.
- Interpret and apply insurance rules and regulations.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Compile, analyze and evaluate data.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Make effective oral presentations.
- Operate computers and related software.

**License:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects their driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Is subject to inside and outside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.
- May be required to use city and/or personal vehicle in the course of employment.
- May be required to respond to emergency situations.