

SENIOR RISK MANAGEMENT ANALYST

Job Summary:

Under general supervision, administers, implements and coordinates the activities of the city's risk management program including self-insured workers' compensation, general liability, property insurance and safety program.

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 related duties and work assignments.)

1. Plans, develops and reviews the city-wide risk administration and loss control programs and policies.
2. Administers and ensures state compliance of the city's workers' compensation program with applicable laws and regulations.
3. **Coordinate the Americans with Disabilities Act (ADA), including reasonable accommodation/interactive meetings with employees and/or applicants and processing of ADA complaints regarding City buildings.**
4. Solicits bids from brokers for insurance coverage.
5. Coordinates policies, bids, renewals related to the city's third party administrator and/ or enrollments for insurance programs.
6. Interacts with City management, third party administrators, legal staff, employees and service providers.
7. Makes recommendations on workers' compensation cases.
8. Negotiates adjustments and settlements of uninsured losses involving damages to City and/or private property.
9. Makes recommendations for insurance coverage, purchase and cost.
10. Reviews contracts and agreements related to required certificates of insurance.
11. Supervises and investigates claims.
12. Assists in preparing cases for litigation.
13. Oversees safety and other related programs and initiates training to ensure compliance with CAL/OSHA regulations.
14. Prepare reports, agenda items and correspondence.
15. Assists and participates in Human Resources related activities/functions as required.
16. 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/or Experience:

Bachelor's degree in business or public administration or related field and four (4) years of full-time, paid experience in the administration of workers' compensation, insurance, risk management or claims adjustment. Insurance Educational Association (IEA) certification in risk management or disability management is desirable. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Risk Management administration and procedures.
- State and other applicable laws and regulations relating to workers' compensation and risk management.
- City liability, safety, including CAL/OSHA.
- Claims administration.
- Insurance acquisition.
- 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:

- Plan, organize and manage a comprehensive workers' compensation, risk management and loss prevention program.
- Develop, implement and coordinate effective programs for safety and training.
- Analyze and interpret a variety of complex insurance, medical and legal documents.
- Interpret, apply and explain city policies and procedures relating to workers' compensation and risk management.
- 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 the driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or 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 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.

