

CITY OF CARSON  
Class Specification

City Council Reso. No: ~~17-020~~  
Bargaining Unit: AFSME 1017  
FLSA: Exempt

## **SENIOR-RISK MANAGEMENT ANALYST**

### **Job Summary:**

Under the direction of the Director of Human Resources & Risk Management, ~~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.~~ plans, organizes, and directs the Risk Management Division including the workers' compensation, general liability, safety, property and other risk management programs; also manages the department-wide budget planning and implementation and vendor contract process.

### **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.~~
1. Directs, oversees, and develops the Risk Management Division work plan; provides supervision and coaching to Risk Management staff and assigns work activities, monitors workflow; reviews and evaluate work products, methods, and procedures.
  1. Manages the ~~aa~~Administration of ~~ers~~ and ensures ~~state~~ compliance of the city's workers' compensation program with applicable laws and regulations, , coordinates the activities of the TPA and litigating attorneys; liaisons with internal departments; coordinates document discovery, makes settlement recommendations, etc.
  2. Manages the administration of the City's liability claims program and coordinates the activities of the TPA and litigating attorneys; liaisons with internal departments; coordinates document discovery, makes settlement recommendations, etc.
  3. Coordinates claim round tables for personal injury cases involving City infrastructure.
  4. Manages the return-to-work programs and facilitates interactive processes to thoroughly evaluate needs and the City's abilities to provide accommodations.
  5. Manages the annual renewal process for the City-wide insurance programs including gathering and updating underwriting data, responding to underwriting questions, selection of coverage and obtaining management and Council approval.
  6. In coordination with City departments and City Attorney, develops and manages the City's event insurance program.
  7. In consultation with user departments and City Attorney develops contract insurance requirements. Reviews vendor insurance for compliance with the contractual requirements.
  8. Reviews vendor insurance for compliance with the contractual requirements.
  9. Plans and coordinates the annual department budget cycle and monitors expenses to minimize variance.
  10. Recommends goals, objectives, policies, procedures, and evaluates programs to identify major areas of risk.

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11. Researches and remains knowledgeable on risk management trends and laws, legal issues and legislation in order to update, develop and create new codes, regulations, policies, and procedures.
12. Implement and maintain appropriate risk financing techniques, including monitoring total cost of risk and actuarial analysis of reserves, working with Finance to ensure adequacy of self-insured reserves and departmental cost allocation plans.
13. Administers the City-wide IIPP and coordinates safety committee meetings
14. Administers the City's declared emergency protocols to meet required compliance agency (i.e. LA County Department of Public Health, CDC and OSHA) guidelines.

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**3.2. 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.~~

~~6.3. Interacts with City management, third party administrators, legal staff, employees and service providers.~~

~~7.4. Makes recommendations on workers' compensation cases.~~

~~8.5. Negotiates adjustments and settlements of uninsured losses involving damages to City and/or private property.~~

~~9.6. 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.~~

~~15.7. Assists and Participates in Human Resources related activities/functions as required.~~

~~16.8. 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. Possession of an industry accepted certification such as Associate in Risk Management (ARM), Chartered Property and Casualty Underwriter (CPCU) or equivalent that demonstrates proficiency in the field. ~~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.

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### **Knowledge of:**

- Risk Management theory and principles applicable to public sector or municipal government settings.
- Principles of self-insurance and forecasting self-insured reserve funding.
- Quantitative analysis to identify and report risk issues and trends.
- ~~Administration and procedures.~~
- ~~State and other applicable laws and regulations relating to workers' compensation, public sector liability, safety and other risk management issues.~~
- ~~City liability, safety, including CAL/OSHA.~~
- Claims administration.
- ~~Principles of Insurance acquisition, marketplace and acquisition strategies.~~
- ~~Basic Budgeting cycles, forecasting and managing annual expenses, minimizing variances practices and procedures.~~
- ~~Basic purchasing practices and contract administration.~~
- Presentation methods such as in public settings using Power Point or other tools.
- 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.

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### **Skill and Ability to:**

- Plan, organize and manage a comprehensive workers' compensation, third party liability claims, 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.
  - Present risk issues, claims, and other related matters in simple and understandable manner.
  - Prepare effective written presentations using PowerPoint, Word, Excel or other software.
- Interpret, apply and explain city policies and procedures relating to workers' compensation, third party liability, safety/IIPP 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.

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- Operate computers and related software.

**License:**

Possession of an industry accepted certification such as Associate in Risk Management (ARM), Chartered Property and Casualty Underwriter (CPCU) or equivalent that demonstrates proficiency in the field. 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.

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~~Senior-Risk Management Analyst~~

- 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.