

Risk Manager

DEPT:	Office of the City Administrator	FLSA:	Exempt
DIV:	Risk Management	EEOC:	Professionals
DATE:	July 2016		



POSITION SUMMARY

Performs a variety of **working level professional duties** related to planning, organizing, coordinating, and monitoring citywide risk and safety program compliance.

SUPERVISION RECEIVED

Works under the general policy guidance and direction from the City Administrator or City Attorney.

SUPERVISION EXERCISED

May provide close to general supervision to clerical support staff on a project-by-project basis.

ESSENTIAL FUNCTIONS

Division Head of City's Risk Management Division, overseeing city-wide risk management programs and functions. As a Division Head, this position is considered "at-will" and exempt from career service protections as outlined in Utah code 10.3.1105 (2)(c)(v).

General Risk Management: Evaluates, formulates and implements programs to coordinate functions of risk management and safety to protect city assets, limit potential city liability, provide for safety of city employees, control losses, and limit claims; provides statistical data for identifying loss exposures and recommends strategies to mitigate or overcome the same; establishes and updates written policies and procedures for all facets of risk management and safety and ensures compliance; administers safety programs and drug testing programs; develops overall loss control program; recommends levels of self-insurance and excess coverage as needed.

Annually prepares budget and premium assessments for each of the city risk and safety programs; reviews, evaluates, and monitors various city risk management programs as to financial condition, financial solvency and accuracy of records; administers city self-insurance program to evaluate and manage loss, oversees funding.

Acts as city's Defensive Driving Coordinator; adapts established industry curriculum or develops custom training content to train city staff, reducing accidents and meeting insurance requirements.

Coordinates and works with claims review committees and safety committees. Updates structure and written procedures of claims review committees if necessary; ensures compliance with all state and federal laws and ordinances applicable to risk management and safety plans and programs. Monitors and limits all claims and settlements in compliance with the Tort Claims Act to determine city's liability and level of obligation.

Establishes procedures for and maintains working relationship with City Administrator, City Attorney, and City Finance. Work with all other city departments to control liabilities and losses.

Researches and provides responses to employees, departments, public (claimants) for questions on coverage's or other policies and procedures. Develops employee information program or communication methods.

Performs a variety of administrative and supervisory duties related to coordinating city-wide substance abuse, drug & alcohol and anabolic steroid testing programs. Develops and administers drug/alcohol and anabolic steroid testing policies or city police department; fire department, contractors/sub-contractors, etc.; assures compliance with anti-drug policies, program guidelines and funding conditions.

Prepares and submits Federal Motor Carrier Safety Administration CDL licensing reports; assures accuracy and timeliness of required records; maintains OSHA 300 log and submits OSHA 300 report in a timely manner.

Workers Compensation: Administers city's workers' compensation program and related liability coverage; establishes clear reporting requirements of claims; processes and investigates claims; collects reports on injured worker and submits injury report to industrial commission; acts as liaison between injured worker and workers compensation carrier.

Coordinates the selection and supervision of city's medical provider for treatment and determination of return-to-work eligibility.

Property & Insurance: Works with insurance carriers and brokers to advocate and protect the city interests; ensures all documentation is maintained on cases adequately as required by law and as required to maintain the city's position and limit potential liability; manages city's subrogation process.

Training: Provides training to departments on various risk and safety program as needed; conducts training of directors/supervisors and employees on testing procedures; prepares and delivers in-house training; works with city departments to identify and develop specific risk and safety training programs.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's degree in risk management, business, finance, economics, public administration;

AND

B. Eight (8) years administration of safety, insurance or risk management programs. An advanced degree or comparable certification may be substituted for two (2) years' experience. Two (2) years supervisory experience desired.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable Knowledge of business, finance or accounting and computer knowledge and experience; substance abuse programs, technical writing methods, policy development, contract management, and mediation techniques.

Considerable skill and experience with municipalities and various insurance programs.

Ability to present clear and concise graphic, oral and written reports, financial analysis, loss reports, and written policies and procedures; conduct meetings, establish and maintain effective working relationships with departments, employees, officials, the public (claimants), adjusters and contractors

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Works on-call 24/7 as needed to respond to accidents involving city-owned property.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or

create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____