

RISK MANAGEMENT ANALYST

DEFINITION

Under general direction, performs a variety of assignments related to the administration of the City's workers' compensation, loss prevention, insurance and safety programs; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This position reports to the Director of Personnel/Risk Management with responsibilities related to the City's loss prevention, liability, worker's compensation & general insurance programs.

EXAMPLES OF DUTIES

Organize and administer workers' compensation and liability programs; Implement policies and procedures pertinent to the City's loss control and liability; administer the liability claims program by coordinating claims administration with third-party administrators; ensure the appropriate forms are completed and procedures are followed in claims activities; consult with the Director, and when assigned, legal counsel to determine proper actions regarding claims; maintain safety, workers' compensation and insurance related files and documents; administer the City's Pull Notice Program; investigate liability claims and lawsuits to ensure claim validity; process summons and complaints; assist in the administration of the City's general insurance programs, including self-insurance, contract renewal and certificates of insurance; Monitor and analyze insured and uninsured risks making recommendations on appropriate types and levels of insurance; analyze loss expectancies; procure insurance and excess insurance policies; respond to or appropriately refer questions from employees regarding insurance programs; serve as a resource to employees, elected officials, directors and supervisors regarding liability issues; conduct research and compile a variety of reports and documents relative to program activities; monitor and report employee lost time and modified duty activities; prepare reports of City property damage and prepare requests for insurance reimbursements, restitution or subrogation; counsel injured employees regarding benefits, medical treatment, or job status; investigate accidents and prepare related reports; assist in the preparation of budget documents by providing information relative to claims; may be required to represent the department in meetings and legal proceedings, as assigned; perform other related duties as required.

RISK MANAGEMENT ANALYST

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of workers' compensation, loss prevention, and safety program administration.
- Modern office equipment including a computer and applicable software.
- Reporting requirements for on-the-job injuries, property damage or loss and safety violations.
- Knowledge of State and Federal law as it applies to liability and workers compensation claims.
- Occupational hazards and standard safety practices.
- Methods and techniques for basic report preparation and writing.

and

Ability to:

- Prepare clear and concise administrative and statistical reports and analysis.
- Maintain accurate and confidential records.
- Handle confidential matters with discretion.
- Work closely with outside claims administrators.
- Investigate or assist in the investigation of claims.
- Understand, explain and apply policies and procedures.
- Analyze and recommend policy and procedural changes.
- Operate a computer and utilize a variety of office equipment.
- Establish and maintain cooperative working relationships.

RISK MANAGEMENT ANALYST**EMPLOYMENT STANDARDS - (cont.)**

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in public administration, business administration, risk management, or a closely related field.

Work Background: Three years of progressively responsible and varied professional experience in workers compensation, industrial safety and claims management.

July 2007 (Res. #07-57)