

CITY OF GLENDALE

| | | | |
|--------------------|---|--------------------|------------|
| TITLE: | Risk Manager | CLASS CODE: | 383 |
| REPORTS TO: | Human Resources and Risk Management Director | GRADE: | 34 |
| DEPARTMENT: | Human Resources | FLSA: | E |

JOB SPECIFICATION DATE: May 7, 2010 cm

JOB SUMMARY

Plans, organizes and manages the activities and staff of the city's self-insured Risk Management, Workers Compensation and Safety Program.

ESSENTIAL FUNCTIONS

1. Develop strategies, negotiates and reviews the settlement of catastrophic bodily injury claims with City Attorney's staff.
2. Confers with departments on risk and safety factors and recommends actions for abatement.
3. Surveys all city owned real estate property, facilities and equipment, and determines value and proper levels of insurance coverage.
4. Plans, develops and monitors insurance placement and funding.
5. Recommends payment of self-insured claims; processes final payments.
6. Develops premium structure through Requests for Proposal and negotiates with carriers for best possible rate and service level of purchased insurance.
7. Serves as the administrator of the Risk Management Trust Fund.
8. Administers compliance with Occupational Safety and Health Act (OSHA), Arizona Department of Occupational Safety and Health (ADOSH) and all other related safety and health standards for citywide compliance.
9. Administers Commercial Driver's License (CDL) random drug and alcohol test programs.
10. Develops and monitors the Risk Management, Workers Compensation and Safety budget.
11. Develops statistical reports on claims trends, resolution and risk management
12. Consults with city staff for investigation at accident or injury scenes.

SECONDARY FUNCTIONS

13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles and practices of the insurance industry, including property, casualty, general liability and self-insurance programs including safety and loss prevention
The principles, techniques, and methods of modern safety administration and loss control
Arizona laws relating to public liability management
Administering OSHA, ADOSH, DOT, NFPA, ANSI and related safety standards
Workers comp rules and regulations
Methods of investigating, evaluating, negotiating and settling liability claims
City operations, facilities and equipment
Medical terminology

Ability to:

- Effectively investigate, evaluate, negotiate and settle claims
- Analyze contract proposals to ensure agreement with the needs and requirements of the city
- Establish and maintain effective working relationships with city staff, city officials, legal staff, insurance agencies, state agencies and the public
- Communicate effectively verbally and in writing including report and correspondence composition

WORKING CONDITIONS

Standard office setting with occasional accident site investigation.

MINIMUM QUALIFICATIONS

Bachelor's degree in Risk Management, Public or Business Administration or related field and five years experience in Risk Management including two years of supervisory experience and experience in insurance claims settlement and administering workers compensation and safety programs.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS

Arizona State Risk Management Consulting License
State Certification as Insurance Claims Adjuster
Valid Arizona Driver's License