

- I. CLASS TITLE: RISK MANAGER
- II. DEPARTMENT/CONTROL CENTER: City Administration/Risk Management
- III. CLASS DEFINITION:

To direct, manage, supervise and coordinate the City-wide programs and activities of the Risk Management Division, a division of City Administration; to develop, implement and facilitate activities with other City departments, divisions, and outside agencies; to provide highly responsible and complex administrative support to the City Manager, Assistant City Manager, and all City departments on risk management related issues; and to provide highly responsible and complex general and specific administrative support to the Deputy City Manager.

- IV. SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Deputy City Manager.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

- V. EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Responsibilities and duties may include, but are not limited to, the following:

Assume management responsibility for all City-wide services and activities of the Risk Management Division, including safety, health, and environmental loss control programs (for public, employees, and property); self-insured, self-administered worker's compensation program; self-insured, self-administered liability coverage programs; safety officer industrial disability retirement program; pre-employment medical program; self-insured unemployment claims program, risk identification program; and other assigned programs.

Manage the City's risk-financing program; identify and evaluate all risk-financing options; evaluate the City's needs for coverages, terms, limits and retentions; negotiate and place all commercial and/or non-traditional insurance coverage; serve as the City's representative in managing the City's Joint Powers Insurance Authority.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within departmental policy, appropriate service and staffing levels; develop and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify and implement opportunities for improvement and review with the Administrative Services Director; implement improvements.

Select, train, motivate and evaluate Risk Management Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Risk Management Division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; implement changes where indicated.

Manage and participate in the development and administration of the Risk Management program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for the Risk Management Division with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.

Provide highly responsible and complex administrative support to the Administrative Services Director.

Plan, direct, coordinate and review all aspects of risk management for City departments including risk transfers, risk financing, risk identification and risk control.

Identify all potential possibilities for accidental loss to the City's assets; evaluate and assess probability and severity of potential losses; develop, implement, and monitor City-wide strategies to prevent and minimize losses including the development of programs regarding safety, industrial hygiene and environmental compliance.

Perform actuarial and cost-benefit analyses; determine proper self-insurance retention levels and amount of excess insurance to be purchased; negotiate with foreign and domestic underwriters and brokers to secure maximum coverage at minimum cost; evaluate cost-benefit ratios.

Develop and forecast City-wide budget items including insurance costs, self-insurance charges, industrial accident leave, light duty pay, worker's compensation costs, liability claim and bonding costs; develop cost-containment strategies for all budget responsibility areas.

Authorize, negotiate and settle claims, recommend liability claim settlements (which are over Council-delegated settlement authority) to the City Council; develop, implement and monitor the execution of claims policies and procedures for all self-insured lines of coverage.

Prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; implement modifications to risk management, safety and loss prevention programs, policies, and procedures as appropriate.

Serve on a variety of boards, committees and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of risk management; represent the City on risk-management related legislative and regulatory issues at the State and Federal levels.

Develop legal documents for insurance and identification provisions in City contracts; negotiate insurance and indemnity terms with contractors, attorneys and brokers.

Provide consulting expertise to all City departments, the City Manager and City Council, regarding risk management issues.

Negotiate with bond counsel, bond rating agencies, bond insurers, banks, and bond underwriters regarding insurance related terms, conditions, coverages and limits.

Respond to and resolve difficult and sensitive inquiries and complaints from citizens, employees, or employee bargaining units.

Perform related duties and responsibilities as required.

VI. JOB RELATED QUALIFICATIONS:

Experience: Extensive and responsible experience in the management of a comprehensive risk management program including supervision and development of professional employees.

Knowledge of: Operational characteristics, services and activities of a comprehensive risk management program; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; modern and complex principles and practices of program development and administration; risk management theory, principles and practices and their

application to a wide variety of program activities; accident prevention, loss control and safety program management principles; principles of risk identification, risk control, risk transfer and risk financing; insurance industry principles and practices; all lines of commercial insurance coverage forms, terms, and conditions; principles of financial analysis; non-traditional risk-financing alternatives; multi-line insurance claims handling procedures and practices; statistical principles and methods used to analyze accident and risk trends; property valuation practices and methods; advanced principles and practices of municipal budget preparation and administration; principles of supervision, training and performance evaluation; pertinent Federal, State, and local laws, codes and regulations.

Ability to: Manage, direct and coordinate the work of management, supervisory, professional, and technical personnel; select, supervise, train and evaluate staff; provide administrative and professional leadership and direction for the Risk Management Division; recommend and implement goals, objectives, and practices for providing effective and efficient risk management services; develop, implement and administer innovative and cost-effective risk management programs; assess settlement value of claims; prepare complex insurance coverage documents; forecast losses, expenditures and funding requirements; prepare and administer large and complex budgets; prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures and techniques; interpret and apply Federal, State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

Physical Requirements: None

License or Certificate: An Associate in Risk Management (ARM) designation.

VII. FLSA DESIGNATION: Executive Exempt

NOTE: The above statements are intended to describe the general nature and levels of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit - Administrative Management  
Revised 9/83 - Sibson  
Revised 9/89 - Ralph Andersen & Associates  
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