

CLASS SPECIFICATION
Risk Specialist

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, participates in administering a comprehensive risk management and loss control program on a City-wide basis or for a large bureau; conducts studies to gather exposure and loss information; conducts investigations and analyses; conducts insurance, risk, safety and hazardous materials related training programs and meetings; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Risk Specialist is responsible for participating in the administration of a comprehensive risk management program either on a City-wide basis or in a large bureau by performing a variety of investigative, analysis and training assignments that range from fairly routine to moderately difficult in scope and complexity.

Risk Specialist is distinguished from Senior Risk Specialist in that an incumbent in the latter class performs work of greater complexity and responsibility, requiring the regular exercise of more independent judgment in a wider variety of situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Participates in the administration of a comprehensive occupational health, safety and risk management program, including industrial safety, occupational health and safety, property and fire protection, traffic safety, hazardous materials and environmental hazard abatement, tort exposures, coverage options, insurance and risk transfer, to ensure compliance with all federal and state laws and regulations.
2. Assists with the development of safety and risk training programs for managers, supervisors and employees; schedules and/or conducts a variety of safety and risk training classes and programs, including safety, accident prevention, defensive driving, first aid, risk assessment, insurance, coverage and related areas; coordinates and participates in safety and risk meetings with groups.

3. Assists with conducting special and periodic inspections and studies of City facilities and operations to identify risk exposures and safety, health and environmental hazards; performs routine analyses of jobs, structures, facilities, equipment, work areas and work practices, risk exposures, and mitigation efforts and prepares reports of findings and recommendations.
4. Analyzes exposure and loss data and examines alternative risk management techniques or solutions for abatement; consolidates, classifies, tabulates and performs statistical analyses of raw data.
5. Drafts reports of loss control and safety committees' activities; prepares incident reports and logs inquiries.
6. Assists with providing technical insurance, loss prevention, loss mitigation, safety and health consultative assistance to internal and external managers and contacts; assists with reviews of plans, specifications, submittals and contractor policies to ensure they meet applicable laws, rules, policies and codes.
7. Coordinates safety and risk management promotional and award events and other special internal and external programs.

OTHER DUTIES

1. Reviews insurance policies, exposure surveys, and accident investigations for completeness and thoroughness.
2. Assists in developing specifications for the purchase of safety and safety-related equipment, loss mitigation or risk transfer techniques, or insurance; periodically checks the operation or use of safety equipment or the appropriateness of risk retention or insurance coverage to ensure conformance with City standards in use.
3. Provides administrative support for various safety and risk management committees, including scheduling meetings, attending meetings, maintaining meeting records and related duties.
4. Prepares and maintains contracts for external training consultants.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Practices and methods for developing and administering a comprehensive risk management and occupational health and safety program.
2. Federal and state laws, rules, regulations and standards for insurance, tort risk management, employee health and safety and chemical and hazardous materials programs.
3. Specifications, codes and building requirements.
4. Legal aspects of insurance, immunities and claims administration.
5. Methods and practices for conducting risk management, accident and work place safety audits and investigations.
6. Principles and procedures of statistical analysis.
7. City risk management and safety policies and procedures.
8. Principles of insurance, loss mitigation, engineering, ergonomics, and industrial hygiene.
9. City operations and associated risk management, loss control, safety and chemical/hazardous materials issues.
10. Standard safety equipment used in public works occupations.
11. Practices and methods for designing training programs and materials.
12. Principles and practices of sound business communications and record keeping.

Ability to:

1. Understand, explain, interpret and apply complex federal, state and City requirements regulating insurance, public entity tort, fire/life safety, work place health and safety and the use, storage and disposal of chemical and hazardous substances.
2. Evaluate risk management or work place safety programs and practices and make sound recommendations for improvement.

3. Conduct accident and workplace safety investigations.
4. Interpret plans and specifications.
5. Conduct effective employee training programs.
6. Operate a computer and standard word processing and spreadsheet software.
7. Exercise sound independent judgment within policy guidelines.
8. Communicate effectively, orally and in writing.
9. Prepare clear, concise and comprehensive investigative reports and other materials.
10. Establish effective working relationships with City managers, supervisors, employees and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major course work in occupational health, safety engineering, business administration, finance or a closely related field; and at least one year of progressively responsible experience in conducting accident or safety investigations, insurance underwriting or insurance administration; or conducting employee safety training programs; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.
This class is composed of positions from the following class(es):

0846 RISK SPECIALIST. Adopted: 07-01-92

June 2009 - Change Job Class number from 7185 to 30000481, due to system change.

Revised: August 10, 2010 – Added risk management and insurance administration to duties