

CLASS SPECIFICATION

Senior Risk Specialist

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, coordinates and administers elements of a comprehensive risk management and loss control program on a City-wide basis or for a major bureau; conducts studies to gather exposure and loss information; conducts investigations and analyses; develops and conducts risk control, coverage, health and safety and hazardous materials training programs and meetings; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Senior Risk Specialist is responsible for administering elements of a comprehensive risk management program in an operating bureau or on a City-wide basis by performing a variety of investigative, analysis and training assignments that are difficult in scope and complexity.

Senior Risk Specialist is distinguished from Risk Specialist in that an incumbent in the former class performs work of greater complexity and responsibility and requires exercising more independent judgment in a greater variety of situations on a frequent basis.

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. Administers elements of a comprehensive risk management safety 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 controls, to ensure compliance with all federal and state laws and regulations for employee occupational health and safety; coordinates work with City, state and federal agencies; coordinates or assists in coordinating bureau programs and activities with City Risk Management staff.
2. Develops and conducts or coordinates safety and risk training classes and programs for managers, supervisors and employees, including safety, accident prevention, defensive driving, first aid, risk assessment, insurance, coverage and related areas; conducts and participates in safety and risk meetings with groups.

3. Conducts special and periodic inspections and studies of City facilities and operations to identify and resolve risk exposures, safety, health and environmental hazards; performs analyses of jobs, structures, facilities, equipment, work areas and work practices and prepares reports of findings and recommendations; performs periodic special inspections as needed; follow up to ensure action on risk controls and safety abatement notices.
4. Analyzes exposures, losses data and filed claims and develops plans and strategies to mitigate costs associated with losses; consolidates, classifies, tabulates and performs statistical analyses of raw data.
5. Drafts reports of loss control and safety committee activities; prepares incident reports; logs inquiries; performs appropriate follow-up.
6. Provides technical coverage, loss control, and safety and health consultative assistance to internal and external managers and contacts; reviews plans, specifications, submittals and contractor policies to ensure they meet applicable laws, rules, policies and codes.
7. Performs construction and work site evaluations to ensure contractors are fulfilling their obligations to establish risk controls and maintain safe and healthy work sites; prepares evaluation findings and reports; attends follow up meetings to ensure issues identified by evaluation have been resolved.

OTHER DUTIES

1. Responds to the scene of employee personal injury accidents or catastrophic events; prepares detailed reports of findings and recommended remedial actions.
2. Assists in developing specifications for the purchase of safety and safety-related equipment, risk transfer techniques, or insurance; periodically checks the operation or use of safety equipment and appropriateness of risk retention or insurance coverages to ensure conformance with City standards in use.
3. Assists in working with groups to arrange the disposal of hazardous materials.
4. Prepares contracts for specialty risk and safety related services.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Practices and methods for developing and administering a comprehensive risk management and safety program.
2. Federal and state laws, rules, regulations and standards insurance, tort risk management, for employee health and safety and chemical and hazardous materials programs.
3. Specifications, codes and public works construction practices and requirements as they apply to ensuring occupational health and safety requirements are met on the job.
4. Legal aspects of insurance, immunities and claims administration.
5. Methods and practices for conducting risk assessment, accident and work place safety audits and investigations.
6. Principles and procedures of statistical analysis.
7. City risk management and safety related policies and procedures.
8. Applied principles of risk management, insurance, loss control, safety engineering, ergonomics, and industrial hygiene.
9. City office and field operations and capital construction work programs and associated risk, loss control, safety and chemical/hazardous materials issues.
10. Standard safety equipment used in public works occupations.
11. Practices and methods for designing and conducting employee 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, practices, tools and equipment applicable to a variety of work settings and make sound recommendations for improvement.
3. Conduct accident and workplace safety investigations job safety analyses and risk assessments; take appropriate and timely action to abate hazards or select and recommend appropriate risk control techniques.
4. Interpret plans and specifications.
5. Design, conduct and evaluate effective employee training programs on a wide variety of occupational health and safety practices and regulations.
6. Exercise sound independent judgment within policy guidelines.
7. Operate a computer and standard word processing and spreadsheet software.
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, contractors, vendors 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 or safety engineering, business administration, finance or a closely related field; and at least three years of progressively responsible experience in conducting accident or safety investigations or risk assessments, designing and conducting risk and safety training programs, insurance underwriting, loss control, or insurance administration; 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.

Professional designation as a Certified Safety Professional (CSP) and/or an Associate in Risk Management (ARM) or Chartered Property Casualty Underwriters (CPCU) are desired but not required.

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 depend, 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):

0848 SENIOR RISK SPECIALIST. Adopted: 07-01-92

June 2009 - Change Job Class number from 1786 to 30000482, due to system change.

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