City of Portland Job Code: 30001659

CLASS SPECIFICATION Environmental Services OCIP, Risk and Safety Officer

FLSA Status: Exempt Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, manages the Owner Controlled Insurance Program (OCIP) for the Bureau of Environmental Services (BES) and supervises a comprehensive risk management, safety management and loss control program for the bureau; supervises and takes action to ensure compliance with safety, health and environmental safety regulations and requirements; advises bureau managers on safe work methods and practices and the elimination of environmental hazards; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Environmental Services OCIP, Risk and Safety Officer is a single incumbent classification. Owner Controlled Insurance refers to insurance policies purchased by the City to cover job site risks for contractors and sub-contractor tiers working on a defined set of capital improvement projects. In cooperation with the City's Risk Manager, the position manages the brokerage service contract that secures the insurance coverage and manages the administration of the OCIP insurance program. The position also manages the bureau's risk management, safety management and loss control programs in compliance with federal and state laws and regulations and the policies and guidelines of the City's Risk Management function, and in a manner consistent with sound human resource management principles. The incumbent is expected to exercise sound independent judgment regarding issues of broad bureau impact requiring the application of seasoned professional risk management experience.

The Environmental Services OCIP, Risk and Safety Officer is distinguished from Safety and Risk Officer II in that the incumbent in the former class manages a large, multi-faceted Owner Controlled Insurance Program in addition to general bureau-wide safety and risk programs and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; participates in developing and monitoring performance against the division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to division responsibilities.

- 2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
- 3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
- 4. In cooperation with the City's Risk Manager, supervises and participates in development of underwriting specifications and the marketing of OCIP to insurance carriers; recommends appropriate coverage and self-assumption of risk and retention limits; assists the insurance broker with negotiation of coverage endorsements, exclusions, pricing and levels of contractor liability; manages and directs investigation and adjudication of claims filed against OCIP-related Capital Improvement Projects (CIP); and exercises settlement authority for OCIP project-related claims.
- 5. In cooperation with the Risk Manager, analyzes loss trends and evaluates adequacy of current coverage; prepares broker contract and specification language and manages professional service contracts and insurance carrier contracts and insuring agreement.
- 6. Through subordinate staff, develops and administers a comprehensive BES safety program, including industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials and environmental hazard abatement; develops, recommends and implements bureau policies, procedures and programs; ensures compliance with all federal and state regulations and City standards for employee occupational health and safety; advises and consults with bureau management on the design and implementation of risk and safety programs; monitors safety program compliance; supervises the development and delivery of BES safety training programs for managers, supervisors and employees.
- 7. Oversees the inspection of BES facilities and operations to identify safety and environmental hazards; issues notices of hazards and required abatements; responds to the scene of employee personal injury accidents; prepares required reports on employee accidents and accident trends; coordinates programs and activities with the City's Risk Manager; recommends remedial action to avoid future accidents or injuries; recommends procedural or engineering changes to eliminate the causes of accidents, injuries and other losses.
- 8. In cooperation with the City's Risk Manager, researches, prepares and manages defined OCIP RFPs/RFQs and contracts for brokerage services; manages bureau risk and safety professional and technical consultants, legal and medical services; assists, supports, coordinates and advises on physical capacity testing, respirator certification processes, ADA, returns-to-work, medical restrictions/accommodations and physician contacts.

9. Analyzes BES Worker's Compensation, auto, property and general liability loss trends, exposures to potential future loss and other data; implements risk management techniques to mitigate future BES losses.

OTHER DUTIES

- 1. Monitors insurance industry trends and risk management program initiatives and practices and loss patterns of other similar employees.
- 2. Manages special projects, as assigned.
- 3. Represents the bureau to other City, state and outside agencies and professional societies in task forces, committees or work groups.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Principles and practices of developing and administering safety management, risk management and/or loss control programs, including ensuring adequate general and financial liability exposures are addressed.
- 2. Principles and practices of Owner Controlled Insurance Programs, insurance policies and claims management.
- 3. Federal and state laws and regulations governing work place occupational health and safety, risk management, asset protection and workers' compensation.
- 4. Practices and procedures for managing, administering, analyzing, adjudicating and litigating claims.
- 5. Methods of identifying exposure to loss and investigating and correcting industrial and environmental hazards. Hazard identification, exposure analysis and program audits.
- 6. Bureau functions, programs and operations, including field staff operations and capital project construction plans, and associated occupational health and safety and loss control/prevention issues and challenges.
- 7. City policies and procedures for reporting property damage and personal injury and adjudicating associated claims.
- 8. State worker's compensation regulations, procedures and requirements.
- 9. OSHA regulatory compliance
- 10. Property casualty and liability insurance industry trends and practices.
- 11. Principles and practices of effective management and supervision.

- 12. Principles and practices of public administration, budgeting, contracting and retention and maintenance of public records.
- 13. City human resources policies and labor contract provisions.

Ability to:

- 1. Plan, organize, supervise and administer a comprehensive bureau safety, risk and loss control program, within City policy guidelines.
- 2. Operate a computer and word processing, spreadsheet and risk and/or safety management records software.
- 3. Analyze, classify and rate risks, exposures and loss expectancies.
- 4. Evaluate alternatives and reach sound conclusions.
- 5. Analyze insurance policy provisions.
- 6. Conduct efficient, thorough investigations of damage and injury claims.
- 7. Represent the City effectively in hearings and litigation on claims.
- 8. Collect, evaluate and interpret data in statistical and narrative form.
- 9. Understand, interpret, explain and apply complex laws, regulations, policies and procedures.
- 10. Prepare clear, concise reports and other written materials.
- 11. Communicate effectively, orally and in writing.
- 12. Maintain accurate and complete program records and files.
- 13. Exercise sound independent judgment within established guidelines.
- 14. Establish and maintain effective working relationships with bureau managers and supervisors, employees, representatives of other governmental agencies, insurance brokers and carriers, contractors, Risk Management staff and others encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlines above is graduation from a four-year college or university with major coursework in safety and environmental health, with complementary course work in finance, business administration or a closely related field; and five years of increasingly responsible professional experience in the

administration of risk management, safety management and/or loss control programs and the investigation and adjudication of claims; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license is required.

Safety and risk management certifications and professional designations are desirable.

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:

Council Ordinance heard August 10, 2010. Retroactive effective date of October 7, 2010