

City of Portland

**CLASS SPECIFICATION
RISK SPECIALIST I****[CLASS CODE]****[ESTABLISHED DATE]****CLASSIFICATION SUMMARY**

Reports to a Risk Specialist III, Risk Manager, or other management-level position. Under general supervision, coordinates, participates in, and administers elements of a comprehensive risk management, safety management, or loss control program Citywide or within a Bureau/Office, including liability claims, safety management, loss prevention, insurance, workers' compensation, City property claims, and collections.

Responsibilities include: assisting in the development and administration of risk management programs and activities; advising, assessing, and consulting with Bureau/Office management and staff on risk management, safety, and loss prevention; providing loss control services to contractors; reviewing, assessing, and updating safety plans to ensure compliance with City, state, and federal regulations; reviewing incident reports; and coordinating routine training programs.

DISTINGUISHING CHARACTERISTICS

Risk Specialist I is the first of three classifications within the Risk Specialist series.

Risk Specialist I is distinguished from Risk Specialist II in that the latter is responsible for developing risk management, safety management, and loss control programs and activities, and identifying loss control techniques.

Risk Specialist I is distinguished from the Analyst series in that the former focuses exclusively on risk management, loss mitigation, and workplace safety and health, and requires specialized training and/or experience.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Assist in the development and administration of occupational health, safety, and risk management programs, including industrial safety, occupational health and safety, property and fire protection, traffic safety, hazardous materials and environmental hazard abatement, tort exposures, coverage options and insurance and risk transfer, to ensure compliance with all federal, state, and local laws, statutes, and regulations.
2. Schedule and conduct safety and risk training classes and programs, including safety, accident prevention, defensive driving, first aid, risk assessment, insurance, coverage, and related areas; coordinate and participate in safety and risk meetings.
3. Conduct periodic inspections and studies of facilities, construction projects, and operations to identify and resolve risk exposures, including safety, health, and environmental hazards; perform analyses of jobs, structures, facilities, equipment, work areas, and work practices; prepare reports of findings and recommendations; review corrective action to ensure risk mitigation and safety abatement notices are resolved.
4. Provide safety support services to construction projects; monitor active construction projects to ensure a safe and healthy environment for the public, City staff, and contractor's employees, and

to ensure contractors are fulfilling obligations to establish risk controls and maintain safe and healthy work sites.

5. Research, gather, and interpret insurance coverage information from Bureaus/Offices, and evaluate coverage requirements; advise Bureau/Office management on acceptable types and limits of coverage; prepare insurance applications; consult with broker and make recommendations.
6. Provide technical expertise, program support, and consulting services for occupational safety and health and insurance topics; provide recommendations and advise Bureau/Office management and staff on best practices, compliance, and rule interpretation.
7. Perform audits of worksite locations and procedural manuals for compliance with relevant City, state, and federal regulations and standards; collaborate with Bureau/Office safety managers and personnel to establish safety and loss prevention protocols.
8. Analyze exposure and loss data, and examine alternative risk management techniques or solutions for abatement; consolidate, classify, and perform statistical analyses of raw data.
9. Provide administrative support for safety and risk management committees.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general supervision by a Risk Specialist III, Risk Manager, or other management-level position.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of principles, practices, policies, procedures, and methods of supporting risk management and occupational health and safety programs.
2. Knowledge of practices and procedures for managing, administering, and analyzing claims.
3. Knowledge of federal, state, and local laws, statutes, regulations, policies, procedures, and standards for insurance, tort risk management, loss mitigation, employee health and safety, engineering, ergonomics, industrial hygiene, and chemical and hazardous materials programs.
4. Knowledge of potential hazards, specifications, and codes associated with aspects of public works construction projects.
5. Knowledge of practices and methods for designing training programs and materials.
6. Ability to develop, recommend, implement, and evaluate comprehensive loss control programs, including safety and accident prevention, property protection, workplace safety, conservation, and fire prevention.
7. Ability to design, conduct, and evaluate employee training programs on occupational health and safety practices and regulations.
8. Ability to conduct accident and workplace safety investigations.
9. Ability to conduct research on loss prevention and control issues, evaluate alternatives, and reach conclusions and recommendations for improvement.
10. Ability to establish and maintain effective working relationships with Bureau/Office staff, representatives of other governmental agencies, the public, and others encountered in the course of work.
11. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
12. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
13. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Course work from an accredited college or university in risk management, occupational safety and health, or related field;

AND

Experience: Two (2) years of experience in administering risk and safety assessments, safety training programs, loss control, insurance underwriting or administration, or claims analyses and investigations.

Special Requirements and/or Qualifications:

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

Preferred Qualifications:

Bachelor's degree from an accredited college or university with major course work in risk management, occupational safety and health, business administration, public administration, or related field.

Experience working for a public agency.

Professional designation or licensure from accredited risk management or occupational safety organization, such as Certified Safety Professional (CSP), Associate in Risk Management (ARM), or Certified Hazardous Materials Manager (CHMM).

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Non-Exempt

HISTORY

Revision Dates: