

City of Portland

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

Reports to a Risk Specialist III, Risk Manager, or other management-level position. Under minimal supervision, coordinates, plans, evaluates, 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 and self-insurance, workers' compensation, and City property claims.

Responsibilities include: developing, reviewing, analyzing, recommending, and implementing comprehensive risk management programs and activities; advising, assessing, and consulting with Bureau/Office personnel, contractors, and stakeholders on safety, health, 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 and assessing incident reports; coordinating training programs.

**DISTINGUISHING CHARACTERISTICS**

Risk Specialist II is the second of three classifications within the Risk Specialist series.

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

Risk Specialist II is distinguished from Risk Specialist III in that the latter is responsible for supervising risk management, safety management, and loss control programs, personnel, and activities.

Risk Specialist II 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. Develop, conduct, and coordinate safety and risk training programs for managers, supervisors, contractors, and staff, including occupational health and safety, hazardous materials, accident prevention, defensive driving, first aid, risk assessment, and insurance and self-insurance coverage; conduct and participate in safety and risk meetings.
2. Conduct special and periodic inspections and studies of City 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.
3. 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.

4. Provide technical expertise, program support, and consulting services for occupational safety and health topics; develop Citywide policies and procedures for risk management programs; provide recommendations and advise Bureau/Office management and staff on best practices, compliance, and rule interpretation.
5. 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.
6. Review, evaluate, coordinate, and analyze liability exposures, losses, filed claims, and other data; develop plans and strategies to mitigate costs associated with losses; consolidate, classify, and perform statistical analyses of raw data; categorize and summarize results; develop recommendations for preventing future losses and mitigating exposures.
7. Provide accurate and timely information about program activities to policy makers, program beneficiaries, businesses, outside agencies, and the public; serve on task forces and committees; represent the Bureau/Office in outreach functions and professional associations.
8. Research, prepare, and evaluate requests for proposals and requests for qualifications for external service providers, including industrial hygiene services, risk and safety professional and technical consultants, and legal and medical services.

### **SUPERVISION RECEIVED AND EXERCISED**

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

This classification may supervise one (1) to three (3) employees, including other Risk Specialist IIs.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Thorough knowledge of principles, practices, policies, procedures, methods, and techniques of developing and administering a comprehensive risk management and safety program.
2. Thorough knowledge of practices and procedures for managing, administering, analyzing, adjudicating, and litigating claims.
3. Thorough knowledge of principles and practices of insurance underwriting, safety, security, and other loss prevention methods.
4. Knowledge of potential hazards, specifications, and codes associated with public works construction projects.
5. Knowledge of principles, tools, and techniques for project planning and management.
6. Knowledge of relevant federal, state, and local laws, statutes, regulations, policies, procedures, and standards for insurance, tort risk management, employee health and safety, and chemical and hazardous materials programs, and the ability to interpret and apply them.
7. Ability to develop, recommend, implement, and evaluate comprehensive, Citywide loss control programs, such as safety and accident prevention, property protection, workplace safety, conservation, and fire prevention.
8. Ability to design, conduct, and evaluate employee training programs on occupational health and safety practices and regulations.
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 management and Bureaus/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:** 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;

AND

**Experience:** Three (3) years of progressively responsible experience in conducting risk and safety assessments, claims analyses or investigations, loss control, insurance underwriting or administration, or safety training programs.

**Special Requirements and/or Qualifications:**

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

**Preferred Qualifications:**

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: Exempt

HISTORY

Revision Dates: