

City of Portland

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

Reports to the Risk Manager, Manager, or other management-level position. Under general direction, plans, organizes, manages, and provides oversight of specialized risk areas of an organizational unit, such as liability claims, safety management, loss prevention, insurance, workers' compensation, City property claims, and related risk functions.

Responsibilities include: planning, supervising, and evaluating the work of staff; managing the workload of subordinate staff; ensuring the tasks and duties assigned to staff are performed and completed in order to achieve goals and objectives of the organizational unit; implementing, coordinating, and supervising risk management programs; collaborating with risk management programs throughout other Bureaus/Offices; communicating risk management program results and information to stakeholders, the public, and other Bureaus/Offices.

DISTINGUISHING CHARACTERISTICS

Risk Specialist III is the highest of three and the supervisory-level classification within the Risk Specialist series.

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

Risk Specialist III is distinguished from Risk Manager in that the former is responsible for administering a specialized risk management program within defined statutory or programmatic parameters, and the latter is responsible for all of the centralized risk management functions.

Risk Specialist III is distinguished from the Supervisor series in that the former is responsible for providing specialized risk management and loss control support to an organizational unit in addition to supervising staff, including Risk Specialist I and II positions and requires specialized education, 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. Recruit, hire, schedule, assign work to, and supervise staff; lead, supervise, and provide assistance to organizational unit; create a positive and supportive work environment; promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Develop job tasks and responsibilities, performance requirements, and personal development targets for staff; provide instruction for performance improvement and development; assign and monitor staff work plans; organize and lead staff meetings; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
3. Create standard practices, policies, and procedures for day-to-day operations of the unit, programs, projects, or tasks; establish goals and direction and communicate expectations to staff.

4. Design, implement, and monitor loss prevention and risk management programs to protect City assets; organize and advise Citywide and Bureau/Office loss control committees; develop and present loss control and risk management training; prepare written reports of loss exposure issues and recommend solutions to Bureau/Office management; act as liaison with state and federal officials on matters relating to safety.
5. Oversee the analysis and investigation of workers' compensation claims, including compensability determinations, in accordance with state law and regulation; approve or establish case claim reserves within authorized limits; monitor claim reserves; supervise medical case management of injured employees; participate in selection of contracts with outside providers and monitor contractor performance; analyze exposure, losses and other workers' compensation data.
6. Manage the investigation, analysis, and adjudication of tort claims and civil rights complaints filed against the City; negotiate with claimants and/or their representatives; manage the Citywide subrogation collection effort.
7. Conduct case reviews and advise staff on the adjudication of difficult cases; oversee the analysis and investigation of high-profile, high exposure, controversial, and/or complex cases; present action or settlement recommendations to City Council for approval.
8. Provide accurate and timely information about program activities to stakeholders, program beneficiaries, businesses, outside agencies, and the public; serve on City task forces and committees; represent the organizational unit in outreach functions and professional associations.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general direction by the Risk Manager, Manager, or other management-level position.

This classification directly supervises a minimum of four (4) employees.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of principles, practices, policies, procedures, methods, and techniques of developing and administering risk management, insurance, workers' compensation, and/or loss control programs in a large public agency.
2. Knowledge of practices and procedures for managing, administering, analyzing, adjudicating, and litigating claims.
3. Knowledge of principles and practices of insurance underwriting, safety, security, and other loss prevention methods.
4. Knowledge of principles and practices of leadership, business communication, public administration, program evaluation, employee supervision, including training, scheduling, and performance evaluation.
5. Knowledge of relevant statutes, regulations, policies, and procedures to the organizational unit with the ability to interpret and apply them.
6. Knowledge of fundamentals and methods of planning, organizing, and allocating work to staff.
7. Ability to develop, recommend, implement, evaluate, and oversee comprehensive, Citywide loss control programs such as workers' compensation, safety and accident prevention, property protection, and conservation and fire prevention.
8. Ability to represent the City in hearings and litigation of claims; negotiate the settlement of claims, with or without legal counsel.
9. Ability to conduct research of loss prevention and control issues, evaluate alternatives, and reach sound conclusions and recommendations for improvement.
10. Ability to supervise and direct a diverse staff of administrative, technical, and analytical personnel.
11. Ability to establish and maintain effective working relationships with management, Bureau/Office staff, and others encountered in the course of work.
12. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.

13. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
14. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
15. Ability to make independent, logical, and informed decisions within established policies and procedures that influence the daily operations of the organizational unit and work of staff.
16. 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, business administration, public administration, or related field;

AND

Experience: Five (5) years of progressively responsible experience in administering risk management, liability, loss control, insurance, or workers' compensation programs, including two (2) years of experience in a supervisory role.

Special Requirements and/or Qualifications:

A current Oregon Claims Examiner Certification is required for certain positions.

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) for certain positions.

Preferred Qualifications:

Supervisory experience in a public agency.

A valid state driver's license for certain positions.

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: