

JOB DESCRIPTION

JOB TITLE: Risk Manager

JOB NO: PM091222

JOB FAMILY: Professional/Managerial

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Develops, implements and manages activities of the City's comprehensive Risk Management Program. Responsibilities include but are not limited to: risk identification and evaluation, claims management, administering the workers compensation and return-to-work programs; conducting safety training; actively participating on Safety Committees; monitoring the random drug testing program; maintaining claim loss statistics and trends; approving special event permits; working with management team on selection of property, casualty and workers compensation insurance's and will assume a leadership role in the City's Loss Prevention & Control Program development and implementation.

SUPERVISION

General supervision is provided by the Director of Human Resources. Responsible for supervision of division support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Provide timely, accurate and thorough Performance Reviews for supervised employees.
3. Develops, implements and coordinates a Citywide Risk Management and Loss Prevention Program.
4. Compiles statistical data and prepares reports on a wide variety of Risk Management related topics of interest to City Administration.
5. Reviews and analyzes operational activities and makes recommendations to accomplish desired Risk Management goals.
6. Actively participates in Department and Division Safety Committees. Provides support and direction and assumes the leadership role in reducing employee injuries.
7. Administers the City's Worker's Compensation Program and coordinates the City's Return-to-Work program with designated medical provider, employee and supervisor.
8. Analyzes and reviews liability claims involving City employees, equipment and property; supports the City Legal department in lawsuits, as appropriate and makes Risk Management recommendations to City Administrators, Directors and Department Managers.
9. Conducts safety inspections in conjunction with Safety Committees and insurance companies to identify potential hazards and prevent injuries to staff, damage to property and the public at large. Coordinates with department managers to implement corrective action.
10. Develops, implements and conducts regular safety training programs and/or works with departments to develop departmental specific training goals and programs.

11. Evaluates insurance coverage's; identifies exposures and assesses liability through evaluation of claim loss statistics and trends. Provides each department with loss statements for Worker's Compensation, General Liability and Auto losses.
12. Collects and maintains all certificates of insurance for the City; will submit all auto and property insurance claims to the insurance carrier and investigate those claims.
13. Implements and monitors random drug testing program to ensure compliance. Works with testing agent to ensure results are returned in a timely manner.
14. Reports general liability and casualty incidents to the City Attorney's office. Collaborate with the City Attorney's department and insurance carriers on all general liability claims to assure timely filing and resolution of claims. Monitors and/or investigates claims as necessary.
15. Reviews all special event permits for the City to ensure appropriate liability coverage and/or waivers are present.

OTHER DUTIES AND RESPONSIBILITIES

1. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned function.
2. Actively participates in New Employee Orientation (NEO) and supervisory training.
3. Serves as a member of various task forces, committees and teams as assigned.
4. Works closely with various departments on Pre-Employment Physical Exams, Worker's Compensation injuries, the Return-to-Work and the Random Drug Screening programs and meeting staff training needs. May co-facilitate various HR/Safety training programs.
5. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree from an accredited college or university with major coursework in Risk Management, Management or other related field.

EXPERIENCE

Four years of increasingly responsible professional and exempt experience in Risk Management including significant experience in worker's compensation, and general liability insurance.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

- 1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees; 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and practices of risk management activities such as risk identification/reduction, loss control, asset protection, employee safety, workers compensation programs, etc

Data research, collection and analysis techniques and the preparation of written and oral reports

Claims processing techniques

Budgetary practices and controls

Computers and preparing spreadsheets

Computer based Risk Management information systems

Skill in:

Analyzing and evaluating various surveys and circumstances.

Operating various types of office equipment including computers.

Ability to:

Plan, organize and coordinate the activities of the Risk Management program

Analyze, classify and rate risks, exposure and loss expectancies

Negotiate with and influence others

Formulate policies and plans, coordinate and initiate actions necessary to implement decisions

Proficiently speak in public and present safety training programs

Communicate effectively, both verbally and in writing

Develop comprehensive plans to satisfy future loss prevention needs

Deal tactfully and effectively with the public, adjusters, brokers, attorneys and co-workers

Take initiative, be self-directed and carry out assigned projects to their completion with limited supervision

Travel to various site locations

Pass a medical physical examination and drug screen

Meet the City's driving standards

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *frequent standing, sitting, walking*
- *occasionally required to lift up to 24lbs*

Director of Human Resources

Date

DATE ISSUED: February 1993

REVISION DATE: April 1997; June 2001; April 2004; March 2008