



JOB DESCRIPTION

Title: **RISK MANAGER**

Department: Attorney

Class Code: 1780

FLSA Status: Exempt

Effective Date: March 31, 2015 (Rev. 11/2017)

GENERAL PURPOSE

Under the direction of the City Attorney, the Risk Manager manages the City's risk and liability, subrogation, property, workers compensation, safety and health programs. Generally, the Risk Manager identifies and quantifies areas of risk; develops and implements safety programs and training to reduce or eliminate risks to the City; manages workers compensation cases. Investigates and resolves claims involving the City. Serves as a liaison to the City's insurance providers. The Risk Manager assists the City Attorney in the ensuring compliance with Federal and State laws related to risk, workers compensation, health and safety.

EXAMPLE OF DUTIES

- *-- Develops, implements and monitors cost-effective risk, accident and loss reduction programs. Prepares and implements methods of handling risks by identifying at-risk situations on City property and in work processes. Identifies risk exposure and provides advice on issues that may cause property or bodily injury.
- *-- Investigates and resolves claims. Collects and preserves evidence related to a claim. Works with the City Attorney in case preparation for legal proceedings in courts or administrative agencies.
- *-- Manages the City's Worker's Compensation claims; reviews and analyzes all incidents involving workers compensation exposure; facilitates the preparation of employee and supervisor injury reports; properly documents all supporting information for each workers compensation claim; ensures that the electronic reporting and record system for the claims is efficient and effective, monitors loss work time and updates the OSHA 300 log; follows up with injured employees and departments regarding light duty work and return to full duty work; meets with departments to analyze problem areas and determines corrective actions that will reduce frequency and severity of accidents.
- *-- Serves as the liaison for the City with the City's medical provider and workers compensation insurance carrier on all workers compensation claims.

- *-- Monitors compliance with Federal and State regulations such as the American's with Disabilities Act, EPA and OSHA standards.
- *-- Assists with the preparation and administration of the risk management and risk retention budget. Tracks and analyzes expenditures to recommend appropriate cost allocation and budget funding.
- *-- Identifies City's property loss exposures and recommends and assists in procuring appropriate levels of insurance or risk retention. Coordinates with City departments and insurance carriers to address issues with the insurance policies. Assists with the procurement of the City's liability, property and workers compensation insurance coverage.
- *-- Chairs the City Risk Committee, coordinates risk-related activities and trainings with City staff, provides updates on City claims, and provides reports to City staff and Department Heads.
- *-- Responsible for the development and implementation of City-wide training programs related to risk management, workers compensation, safety and health issues to include OSHA, DOT regulations.
- *-- Develops City policies and procedures related to risk management, safety and health programs and implements and maintains the policies throughout the City.
- *-- Assists in the development of the City's established insurance and indemnification provisions. Reviews City contracts, special events, bids and other related documents for risk and liability purposes, and approval of insurance certificates and required policy limits.
- *-- Conducts City safety committee meetings; attends and presents information at the safety meetings; works directly with City departments to implement needed safety, health and risk prevention training.
- *-- Conducts regular worksite inspections and employee training to ensure that proper environmental work practices are being followed; advises employees regarding proper practices and participates in the implementation of environmental or ergonomic programs.
- *-- Oversees administration of employee's physicals, safety incentive programs, drug testing programs, hearing conservation, defensive driving classes, annual driver license checks and CPR/First Aid/AED training.
- *-- Reviews the use of all types of personal protective equipment, evaluates their effectiveness and suggests improvement where needed.

- Oversees the City's Wellness Council, helps employees create a culture of wellness and healthy lifestyles by establishing programs, activities, classes and yearly goals; conducts monthly meetings; coordinates risk assessments through Healthy Utah in order to decrease healthcare costs and improve health status of employees.
- *-- Assists in the administration of the SSOD City Code and compliance with the established SSOD institutional controls. Coordinates in the review and approval of all SSOD plans and development permits.
- Maintains relationships with outside safety and health, insurance and risk management fields through seminars, personal contacts, professional memberships, publications and continuing education.
- Prepares and distributes safety committee minutes, accident/injury analysis reports and summaries, and safety/health related articles and bulletins.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a Bachelor's degree in industrial safety and health, safety engineering, safety management, risk management, or closely related field plus five (5) years of related experience or an equivalent combination of related education and experience.
- *-- Certification in safety or risk management such as the Certified Safety Professional (CSP) or Associate of Risk Management (ARM) is required.

Special Requirements

- Must have valid Utah Driver License.

Necessary Knowledge, Skills and Abilities

- Working knowledge of risk management, safety and health, environmental, engineering, and loss prevention.
- Thorough knowledge of workers compensation, OSHA, ADA, DOT and other similar risk related rules and regulations as they relate to municipal employees.

TOOLS & EQUIPMENT USED

- Motor vehicle, computer, including word processing and spreadsheet software, phone, copy machine, fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear. The employee is occasionally required to use hands to handle and feel objects, tools, or controls; and reach with hands and arms; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in office, vehicle and outdoor settings.
- Since work requires investigations of accidents including environmental claims, work involves exposure to dangerous or hazardous conditions.
- The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.