



## JOB DESCRIPTION

Title: **RISK ANALYST**  
Department: Attorney  
Class Code: 5555  
FLSA Status: Exempt  
Effective Date: August 21, 2018 (Rev. 10/2022)

### GENERAL PURPOSE

Under the general direction of the City Attorney and Risk Manager, the Risk Analyst participates in the administration of the City's claims processing, insurance, health and safety, and risk management programs.

**ESSENTIAL DUTIES** (*Position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class. Specific duties shall be assigned by the City Attorney*)

#### Claims

- Coordinates investigation of liability claims, including responding to incident scenes, taking statements, locating witnesses, gathering information and obtaining cost and repair estimates.
- Acts as liaison between departments, third party administrator, adjuster and legal counsel in the processing and administration of liability claims and suits against the City; makes claims decisions as appropriate and/or develops strategies for handling claims in consultation with City Attorney and Risk Manager. If directed, negotiates settlements with claimants or their attorneys, and insurance carriers within limited authority.
- Manages subrogation claims and requests restitution pursuing recovery from at-fault parties for damages to City property.
- Maintains logs, files, computer data bases and other records related to claims and other risk management activities utilizing general Microsoft Office software as well as specialized claims management software and web portals; may serve as system administrator for various software programs.
- Receives, compiles and analyzes data and reports related to liability and workers' compensation claims; responds to requests for internal and external needs; summarizes and presents technical reports and information regarding claims activity and trends in assigned areas.
- Sets appropriate reserves and coordinates with the Risk Manager as necessary on complex claims.
- Completes online Medicare reporting as required to meet Federal mandatory reporting requirements.
- For routine claims, facilitates the signed and notarized release of claims in exchange for full and final settlement. Gathers all relevant information to request settlement check and ensures that all financial records are properly recorded.

- Prepares and presents liability or no-fault claim history, loss trending and risk mitigation recommendations to groups as requested by City Attorney and Risk Manager.

#### Health and Safety

- Manages and makes recommendations on workers' compensation claims; coordinates with the Risk Manager, claims adjuster, City Attorney, employees and departments to develop strategies for case management and promote return-to-work. Advises department directors, managers, supervisors, and employees regarding workers' compensation issues.
- Supports Emergency Management activities to prepare for, respond to, mitigate against, and recover from disasters.
- Facilitates the investigation of workplace accidents and the preparation of employee injury reports. Prepares, analyzes, and distributes the OSHA 300 log as assigned.
- Acts as a liaison for various aspects of the City's safety program, safety incentive award and safety committees.
- Ensures compliance with State and Federal rules and regulations, including OSHA reporting and record keeping requirements.

#### Risk Management

- Under the direction of the Risk Manager, participates in the development, implementation and monitoring of all risk management and loss control programs.
- Works with the Risk Manager in identifying and minimizing City risk impacts and exposures. Provides risk assessments, investigative reports and recommendations on appropriate corrective actions as it relates to reported accidents, workplace injuries, safety hazards and other liability concerns.
- Assists the City Attorney and Risk Manager in the compilation and development of risk management and safety related policies and procedures.
- Assists with developing and conducting risk management and safety related trainings as assigned throughout the City.
- Coordinates in administering the Drug Free Workplace policy, including CDL, reasonable suspicion, post-accident and random drug testing.
- Reviews City contracts, special events, bids and other related documents for risk management implications and reports to City Attorney and Risk Manager with observations and recommendations.
- Assists with obtaining and distributing certificates of insurance.
- Prepares annual insurance applications for approval by City Attorney and Risk Manager.
- Assists in the management of employee driving records.

#### Other Duties

- Prepares and drafts meeting minutes and agendas.

- May handle specially assigned projects and research as designated by the City Attorney and/or Risk Manager.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

Four (4) years of any combination of work experience and/or education in fields related to risk management.

- Examples of work-related fields, though not intended to be all-inclusive, may include experience in claims adjusting, auditing, underwriting, insurance sales, health and safety, law enforcement, code enforcement, or worker's compensation.
- Examples of education related fields, though not intended to be all-inclusive, may include course work in risk management, insurance, health and safety, public administration, business administration, criminal justice, psychology, or communication.

### Licenses and Certifications

- Although not required, certification in claims adjusting, safety or risk management is preferred. Such certifications may include but are not limited to: Chartered Property and Casualty Underwriter (CPCU), Registered Professional Adjuster (RPA), Certified Safety Professional (CSP), Associate of Risk Management (ARM) and/or other related certifications.

### Special Requirements

- Must possess a valid Utah Driver License.
- Due to the nature of this position, selected candidate must successfully pass an initial criminal background check, and subsequently every two years thereafter as set forth by the Bureau of Criminal Investigation (BCI).
- Position is subject to pre-employment and random drug and alcohol testing.

### Necessary Knowledge, Skills and Abilities

#### **Knowledge of:**

- Applicable laws, rules and regulations pertaining to municipal loss control and liability claims; specifically recordkeeping and reporting practices and safety principles, and all related procedures as it applies to the public sector.
- Federal, State, and Municipal laws relating to occupational health and safety, including OSHA, UOSH, Utah Workers' Compensation Insurance, ADA, DOT, EPA and other risk related rules and regulations.
- Methods used in accident investigation and claims adjustment; statistical analysis and formulas; records management and retention; and applicable computer software and web-based applications including Microsoft Office.
- General court process of restitution for claims recovery.

#### **Ability to:**

- Analyze problems, identify alternate solutions and outcomes, and provide recommendations.
- Appropriately interpret and adhere to relevant laws, policies and procedures, rules and regulations, and Memoranda of Understanding provisions.

- Implement effective customer service standards and effectively interact with the public while providing excellent customer service to individuals both inside and outside the City.
- Collect data and information, identify and analyze trends, effectively communicate and present findings.
- Accurately verify and reconcile large amounts of data and make mathematical calculations.
- Establish and maintain effective and cooperative working relationships with members of the public, City Administrators, Department Directors, employees, third-party administrators and insurance companies.
- Prepare clear and concise reports including technical and regulatory reports; communicate effectively, both orally and in writing; and follow and implement safety rules and regulations.
- Maintain strict confidentiality.

#### **TOOLS & EQUIPMENT USED**

- Computer, including word processing and spreadsheet software, phone, copy machine, fax machine, and a motor vehicle.

#### **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 primarily performed in office settings, although it may at times include vehicle and outdoor settings.
- 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: \_\_\_\_\_