



JOB DESCRIPTION

Title: **RISK ANALYST**
Department: Attorney
Class Code: 5555
FLSA Status: Non-Exempt
Effective Date: August 21, 2018

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 and insurance programs, health and safety, risk management programs.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all of the 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 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 All 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.
- *-- Participates in 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 employee wellness programs.
- *-- 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 to take where necessary 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 training sessions 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.
- *-- Issues certificates of self-insurance plan coverage for general and/or professional liability and assists with litigation support.
- *-- Prepares annual insurance applications for approval by City Attorney and Risk Manager.
- *-- Obtains annual MVRs for City employees.

Other Duties

- *-- Prepares agendas and makes drafts minutes of meetings.
- May handle various, specially assigned activities as designated by the City Risk Manager. May assist the City Attorney and Risk Manager with special projects and research.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a Bachelor's degree with major course work in Risk Management, Health and Safety, Public Administration, Business Administration or a closely related field.
- Three (3) years of increasingly responsible professional/analytical experience in risk management, health and safety, or claims adjusting.

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 have a valid Utah Driver's License.

Necessary Knowledge, Skills and Abilities

Knowledge of:

- Applicable laws, rules and regulations pertaining to loss control and liability claims; recordkeeping and reporting practices; and safety principles, methods and procedures specifically as it applies to the public sector.
- State and Federal laws relating to occupational health and safety including OSHA, UOSH, Utah Workers' Compensation Insurance laws, ADA, DOT, EPA and other similar risk and claims related rules and regulations as they relate to municipal employees.
- Methods used in accident and claims investigation; applicable computer software and web based applications including Microsoft Office; financial/statistical/comparative analysis techniques and formulas; records management principles, practices and methods; and report writing techniques and proper English usage.

Ability to:

- Analyze problems, identify alternate solutions, consequences and outcomes and provide recommendations.
- Interpret and appropriately apply relevant laws, policies and procedures, rules and regulations, and Memoranda of Understanding provisions.
- Implement effective customer service standards and provide excellent customer service to individuals both inside and outside the City.
- Gather, research, and analyze data and information, draw sound conclusions, and compile and present information in a user friendly manner.
- Check words and numbers and make mathematical calculations quickly and accurately, verify and reconcile large amounts of data.
- 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.

TOOLS & EQUIPMENT USED

- Computer, including word processing and spreadsheet software, phone, copy machine, fax machine, and possibly 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 would encounter 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: _____

*Essential functions of the job.