

## RISK MANAGEMENT ANALYST/MANAGER II

### DEFINITION

Under general supervision, to perform a variety of risk management assignments in support of the overall County risk management program; to conduct special studies and develop and complete special projects as needed; and to perform related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the full journey level within the professional/managerial Risk ~~Management Analyst/Manager~~ class series. An incumbent specializes in the fields of risk management (liability claims and loss prevention management). This class is distinguished from Risk ~~Management Analyst/Manager~~ III in that an individual in the latter is assigned the more complex tasks and projects, directs and supervises a major program component, and has advanced knowledge and experience in the field of risk management.

### EXAMPLES OF DUTIES

The following represent samples of duties in specialized assignments. Some assignments may overlap or incumbents may be reassigned based on program needs. Any incumbent may be expected to perform duties like drafting policies and procedures; developing and conducting training; leading, or participating on countywide committees; representing the division at hearings or meetings; researching, recommending, and applying technology to create efficiencies in operations and to stay current with trends in the field; liaison with department managers and staff from the County Administrative Officer's office; may supervise technical work and staff as needed.

#### Risk Management - Liability Claims and Loss Prevention Program

Manages general liability and personal property damage claims; coordinates County safety program activities; provides advice and assistance to operating departments and safety representatives in maintaining compliance with safety regulations and observing safety practices; conducts loss control programs and identifies loss prevention resources; develops and arranges for related training programs; serves as backup liaison with the Excess Insurance Authority (EIA); chairs the Injury and Illness Prevention Program (I.I.P.P.) committee and oversees the updating and implementation of the I.I.P.P. policy; makes presentations before boards and committees; monitors pertinent legislation and acts ensure the County conforms to related regulations; represents the County with federal and state agencies, attorneys, and other entities encountered in the course of work.

### EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following as applicable to the duty assignment:

**Knowledge of:** Principles, practices and trends of public and business administration; County organizational structure and operating policies and procedures; general insurance principles, practices, and terminology; California laws and regulations relative to general liability, and workplace safety; rules of evidence and investigation techniques; loss prevention practices and procedures; safety issues and practices associated with the workplace; principles and practices associated with training and supervision of staff.

**Ability to:** Apply accepted principles and practices of risk management; gather, analyze and present data and information; develop and justify ideas and findings, both orally and in writing; interpret and explain

laws, rules, regulations and procedures; organize and conduct research studies; analyze and develop alternative solutions to difficult technical risk management problems; prepare comprehensive correspondence and reports; understand instructions furnished in oral, written, diagram, or schedule form; evaluate and explain technical insurance policies, rules and procedures; determine liability and compensability; manage a variety of claims and meet deadlines as prescribed; solve problems effectively; deal tactfully with customers in stressful situations; prepare training materials and make related presentations; effectively utilize modern word processing software; train and supervise others; establish and maintain cooperative working relationships with those contacted in the course of work.

These employment standards are typically attained with a Bachelor's degree from an accredited college or university with major course work in risk management, human resources, public or business administration, or related field, or equivalent professional work experience in risk management, and at least two years of experience comparable to that of a Risk ~~Management Analyst~~ I with Shasta County.

Special Requirement: Some positions may require possession of a valid California driver license.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

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 and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

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.

The noise level in the work environment is usually moderate. The employee will need to be able to handle multiple tasks with shifting priorities and interact with the public and the staff. Some situations may involve crisis or conflict resolution.

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