



RISK MANAGEMENT ANALYST

Job Status: Non-Exempt
Date Adopted: 10-2005
Date Modified: 03-16-2023

Safety Sensitive Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision coordinates, organizes and implements the risk and safety management and loss control programs for the District; develops and implements a total safety risk exposure; examines and recommends safety and risk management techniques including the assumption of risk, elimination, reduction, and transfer of risk through self-insured programs and the purchase of insurance coverage; implements and coordinates the safety, workers compensation, and emergency preparedness programs.

DISTINGUISHING CHARACTERISTICS

This single position classification independently performs detailed and highly responsible work in administering and coordinating the activities of and participating in the management of risk and safety programs. Assignments require close coordination and contact with employees and industry groups. The incumbent coordinates with other District personnel to ensure compliance with District and regulatory requirements. The incumbent is responsible for monitoring, tracking, and coordinating risk and safety management programs.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Director of Human Resources and Risk Management.

At the Risk Management level, functional work direction may occasionally be provided to the Human Resources Specialists.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Investigates liability claims filed by members of the public or other organizations and advises management on recommended resolution; uses digital camera to record field conditions; makes recommendations for claims settlement within prescribed financial limits.
2. Reviews liability insurance contracts and relationships with carriers and/or brokers and makes recommendations on the most cost-effective ways of doing business; serves as liaison with insurance carriers and/or claims administration services.
3. Administers the employee safety programs, including ensuring compliance with applicable OSHA regulations; reviews and processes employee injury reports and keeps statistics regarding same; oversees light duty and medical return to work programs; updates the Injury and Illness Prevention Program.

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Essential Functions (continued):

4. Coordinates and oversees the District's emergency management and disaster preparedness programs; develops plans and strategies for responding to emergencies; serves as liaison person with local emergency planning agencies; organizes and conducts emergency preparedness exercises and drills.
5. Personally conducts, or arranges for staff to attend, training on a variety of safety and emergency preparedness topics; researches and acquires necessary personal protective equipment for employees and monitors issuance and usage of same.
6. Provides expert advice and consultation to managers and supervisors on topic areas within the area of responsibility; provides technical and functional work direction on proper risk management and employee safety measures to be taken or avoided.
7. Participates in the development and implementation of necessary goals and objectives, policies, and procedures for risk management program areas; assists the Director of Human Resources and Risk Management in developing and administering the budget for areas of program responsibility.
8. Represents the District at meetings with local and regional entities studying risk management, safety or emergency preparedness issues; attends professional conferences and workshops to stay informed on developments in the field.
9. Maintains a variety of records and statistics relative to area of responsibility and may direct the work of office support personnel engaged in filing and record keeping activities; prepares administrative reports and correspondence as required.
10. Coordination and administer of alarm security and access control systems.
11. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
12. Regular attendance at the work site.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

The principles and practices of safety and risk management, including accident prevention and loss control. Federal, state and local laws and regulations governing employee safety, general liability and workers' compensation.

Types and characteristics of safety testing and personal protective equipment.

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Knowledge of (continued):

Standard Emergency Management System (SEMS) guidelines, the Incident Command System, hazardous materials response procedures, Emergency Operations Center design and operation, and related emergency management and disaster preparedness subjects.

Operation of an 800MHz radio communications system.

Skill in:

Operating a personal computer and related software applications.

Using a digital camera and scanning equipment

Testing and operating various safety test equipment.

Ability to:

Administer effective risk management, safety and emergency preparedness programs.

Interpret and apply complex laws and regulations.

Analyze problems, identify alternative solutions, evaluate the advantages and disadvantages, and arrive at a reasonable recommended course of action.

Provide effective training or guidance to others in areas of expertise.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Make presentations to management.

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Job Title	Risk Management Analyst
Experience	<ul style="list-style-type: none">• Four (4) years of increasingly responsible professional experience in the administration of risk management, safety or similar programs involving worker's compensation, property/casualty and liability claims.
Education/Training	<ul style="list-style-type: none">• Equivalent to a High School Diploma, supplemented with course work in risk management, occupational health and safety, or a related field.
Required License/Certification	<ul style="list-style-type: none">• Possession of, or ability to obtain within two (2) years of appointment, the Certified Occupational Safety Specialist (COSS), or equivalent.
Desirable Degree/License/Certification	<ul style="list-style-type: none">• Bachelor's degree in Business Administration, Public Administration, Occupational Safety, Risk Management, or a related field.• PMI Risk Management Professional (PMI/RMP) Certification

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Required Qualifications (continued):

Job Title	Risk Management Analyst
Desirable Degree/License/Certification	<ul style="list-style-type: none">• NSC, Advanced Safety Certificate (ASC)• Associate Emergency Manager (AEM) Certification• Certified Emergency Manager (CEM) Certification
DMV Class	<ul style="list-style-type: none">• Possession of a valid California Class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment:

Standard office setting and noise level is usually quiet. Frequent interaction with District staff and the general public.

The employee is subject to being called out to the scene of an accident or injury on an around-the-clock basis. When called out to such a scene, the employee may be required to hear signal warnings while working and moving around equipment and to differentiate operating equipment sounds; lift up to 25 pounds; use both eyes, distinguish colors and use depth perception and peripheral vision; work near moving traffic and on uneven or slippery surfaces; and be exposed to outdoor weather conditions involving extreme heat or cold.

Physical:

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk; and occasionally lift up to 25 pounds.

Mental:

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations and people; use math and mathematical reasoning; perform work on multiple, concurrent tasks; work with frequent interruptions; and interact with District officials, executives, managers, employees, insurance carriers, vendors, the public and upset, dissatisfied or abusive individuals affected by injury or loss.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing:

Hear in normal audio range with or without correction.