

RISK MANAGER

Definition:

Under general supervision manages, plans, oversees and participates in the comprehensive activities of the Risk Management Division including property, casualty and liability insurance, employee benefits, workers' compensation and safety/loss control programs and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, organizes and manages the City's insured and self-insured programs for municipal, airport and automotive liability, workers' compensation and property losses.

Manages the liability claims program.

Exercises settlement authority delegated by City Council.

Coordinates defense discovery proceedings with legal counsel and attends meetings and settlement conferences.

Manages the City's group insurance program.

Provides oversight to the City's workers' compensation program.

Conducts requests for proposals for various risk management contracted services and consultants and makes appropriate recommendations.

Consults with City departments to establish insurance requirements for purchase orders, permits and contracts and reviews proof of insurance in response thereto.

Provides general direction in the development of loss control programs, safety programs and policies and the workers' compensation program.

Develops, implements, monitors and reports on goals and other objectives, policies and the budget for the Risk Management Division.

Coordinates risk management related audits and actuarial studies.

Provides a wide range of assistance to the Department Head including budget preparation, policy drafting and agenda preparation.

Supervises, trains and evaluates assigned staff.

Compiles, organizes and interprets data, writes reports and prepares correspondence.

Provides a variety of assistance to other Human Resources staff and to related departmental projects/activities.

Attends a variety of meetings, represents the City and/or the Human Resources Department and makes oral and written presentations.

Operates personal computer and uses applicable software.

Testifies in court as needed.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Conducts worksite/facility and safety/liability inspections, reviews operating procedures and may conduct field investigations, determine liability exposure and conduct Risk Management training.

Lifts and moves boxes of files and records weighing 30 pounds or less.

May investigate, negotiate and settle claims within established guidelines.

May participate in meet-and-confer activities.

Class Characteristics:

Risk Manager is a single incumbent, confidential, division head class in the Human Resources Department. The Risk Manager is responsible for the comprehensive activities of the risk management program and exercises a substantial degree of judgment over a wide variety of difficult insurance and other functions.

Contacts and Relationships:

The Risk Manager establishes and maintains contact with Human Resources Department staff and has continuing contact with a variety of City staff including department and division heads and the City Manager. Additional contact will occur with City Council, consultants, insurance vendors, attorneys and the public and their representatives.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following.

Knowledge of:

English usage, spelling, grammar and punctuation.

Principles of public administration, organization and management.

State and federal laws and regulations pertaining to tort liabilities, workers' compensation, employee benefits, claims practices, procedures and workplace safety.

Principles, practices, standards and methods of risk management to include property, casualty and liability insurance, employee benefits, workers' compensation and loss control.

Negotiating and conflict resolution techniques.

Applicable Federal and State laws/regulations related to area assigned.

Municipal government structure and current trends in public administration.

Effective supervisory and management techniques including municipal risk management budget preparation and management.

Techniques and methods of research, analysis and report writing.

Computer applications related to area assigned.

AND

Ability to:

Plan and manage the comprehensive risk management and employee benefit functions.

Analyze loss control data and assess trends and developments.

Interpret and apply laws, regulations, policies and procedures related to area assigned.

Compose correspondence and prepare clear and comprehensive reports.

Initiate and carry out required procedural assignments, perform difficult research and analysis and use independent judgment and initiative.

Work cooperatively with other City departments to implement and manage risk management best practices.

Negotiate and administer insurance contracts and resolve concerns and issues.

Communicate effectively orally and in writing in English and make oral presentations to groups.

Organize and conduct meetings.

Train, supervise and evaluate the work of assigned employees.

Handle multiple deadlines and multiple projects.

Maintain the confidentiality of sensitive data.

Meet the public with courtesy and tact.

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

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree from an accredited college or university in Public Administration, Business Administration, Management or a related field.

AND

Experience:

Five years of progressively responsible, professional level experience in risk management and loss control programs including one year of supervisory experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs including emergency call back.

The City of Fullerton's Conflict of Interest Code requires that the Risk Manager file financial disclosure statements in accordance with state and local laws.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

Certification as an Associate in Risk Management or Associate in Risk Management – Public Entity from the Insurance Industry of America.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site when performing inspections. The incumbent sits, stands, walks and uses a computer, screen and related equipment. When performing inspections the incumbent may stand and walk on slippery/uneven surfaces or slopes. The incumbent drives a vehicle on City business, crouches, twists and may grasp, lift, push, pull and drag boxes of files and records weighing 30 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

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