

## RISK MANAGER

*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.*

### **SUMMARY DESCRIPTION**

Under direction, plan, develop, coordinate and manage the City's risk management and loss control programs, including general liability and loss prevention, property cost recovery, maintenance of insurance programs, workers compensation claims process and the City's safety program, affordable care act report filings; coordinate communications, personnel, contracts, insurance policies, budgets, claims, reports and information to meet the needs of the City and minimize exposure to loss; provide consulting services to departments in the areas of risk management.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate with Municipal Pooling Authority for administration of general liability, property insurance, worker's compensation, risk management, renewal of all insurance policies, etc.
2. Coordinate and administer the City's health and retirement benefits programs including disability retirements and industrial disability retirements.
3. Monitor and manage FMLA, COBRA, and DOT testing compliance.
4. Prepare all necessary reports and filings for the Affordable Care Act.
5. Plan, monitor, organize training for all staff and elected officials on sexual harassment and ethics.
6. Plan, conduct or provide for training of City staff in a variety of safety, health and other risk management related areas. Implement effective risk management or health/safety programs
7. Select, train, motivate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Participate in the administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
9. Participate in labor relations; perform various duties associated with labor negotiations, contract administration and handling of grievances.
10. Provide support and guidance to management staff and employees on Human Resources issues, including performance evaluations, discipline, grievance procedures, interpretation of policies, procedures, rules, MOUs, and related matters.
11. Assist in the Administration of the City's classification and compensation systems and plans; perform job audits and analyses; prepare and revise class specifications; conduct salary and fringe benefit surveys; analyze data; recommend adjustments as appropriate.
12. Analyze legislation and regulations to determine effect on personnel programs and services; knowledgeable of current legislation and/or court decisions affecting Risk Management and public

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Human Resources administration.

13. Monitor for compliance with City policies, contracts, rules and ordinances, we well as applicable Federal and State statutes.
14. Supervise the preparation, proper filing and completion of worker's compensation claims; monitor and advise departments regarding temporary transitional work assignments/return to work policies and procedures.
15. Assess City-wide and departmental safety needs.
16. Establish City-wide safety and associated training goals, procedures.
17. Inspect City facilities, equipment, and operations for compliance with safety standards and laws.
18. Assist and train supervisors in accident prevention and investigation.
19. Gather and maintain injury statistics and records.
20. Coordinate employee benefits (benefits administration, all forms of retirement, employee assistance program, employee wellness programs, employee recognition program).
21. Investigate employee injuries. Collect and analyze information on injuries, accidents and near accidents; recommend injury prevention programs and assist in implementation.
22. Develop procedures and methods to ensure City-wide conformance to California OSHA standards including record keeping, injury reporting and hazard identification correction.
23. Represent the Human Resources Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
24. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
25. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of Risk Management; incorporate new developments as appropriate.
26. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
27. Perform other duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Risk Management, Insurance, Occupational Health and Safety, Claims, Workers' Compensation, Risk Control, Risk Financing, Loss Prevention, Wellness and Legal programs and procedures.
- General Liability, employment liability, automobile, property, environmental liability and other insurance or self-insurance program development and administration.
- Techniques of public liability, medical malpractice, property damage and workers'

- compensation claims negotiations, and audit procedures.
- Operations, services, and activities of a comprehensive public sector Human Resources management program.
- Advanced principles and practices of public sector Human Resources administration including recruitment, selection, classification, compensation, benefits administration and employee relations.
- Methods and techniques of recruiting, interviewing and selecting qualified applicants for employment.
- Principles and practices of wage and salary benefit administration.
- Methods and techniques of job analysis.
- Principles and procedures involved in labor negotiations.
- Methods and techniques of conducting employee investigations.
- Principles and practices of municipal budget preparation and administration.
- Advanced methods of report preparation and presentation.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Identify unsafe conditions and causes of workplace accidents, injuries, vehicle accidents and losses.
- Interpret Federal and State regulations on safety, health, worker's compensation, and insurance.
- Active problem solver in order to reduce accidents, injuries and claims.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify and evaluate alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Participate in classification and compensation functions and apply classification and compensation principles to the organization and staffing of the agency.
- Coordinate an efficient employee recruitment, selection and retention program.
- Review and resolve employee grievances in accordance with labor agreements.
- Administer contract services.
- Participate effectively in labor negotiations.
- Interpret City personnel programs and policies to employees and the public.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Bachelor's degree from an accredited college or university with in public or business administration, accounting, finance, risk management, insurance or human resources management or closely related field. Professional certifications such as Certified Risk

Manager (CRM), Financial Risk Manager (FRM), Professional Risk Manager (PRM) are highly desirable; and

**Experience:**

Six years of professional full-time increasingly responsible experience in management of risk management that include general liability, property and worker's compensation claims and insurance management three (3) years of which are in a supervisory/management authority and financial responsibility. Experience with a public sector employer is highly desirable.

**License:**

Possession of an appropriate, valid driver's license. An out-of-state valid Motor Vehicle Operator's License will be accepted during the application process, but a valid California license must be obtained within six (6) months of appointment to the position.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting, with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

May 2020

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.