

CITY OF COVINA

RISK MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the risk management, employee safety and insurance safety functions and programs; oversees and maintains risk management and insurance records and files; serves as a technical resource for the Human Resources Manager, City Council, City Manager and other City personnel; serves as a technical resource for assigned staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Risk Manager** is a management level class responsible for the overall planning, organizing and administration of the City's risk management functions. Incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next higher classification of Human Resources Manager in that the latter has overall responsibility for the Human Resources Department.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Oversees and directs the risk management, employee safety and insurance safety functions and programs; protects the City's financial interests by insuring City properties and other assets; evaluates and recommends payment or rejection of third party claims against the City; administers, receives, investigates and makes recommendations regarding personal injury and property damage claims against the City; develops and coordinates risk management policies and procedures; investigates and processes City claims against third-parties, individuals and other agencies.
- Develops and implements management systems, procedures and standards for risk management program administration and evaluation.
- Manages insurance programs of all City structures and vehicles; coordinates and administers a wide variety of contracts for insurance, administration and consulting services; prepares insurance specifications, reviews bids and recommends policy purchase and/or self insurance in the areas of municipal liability, Workers' Compensation and property coverage.
- Reviews first party insurance issues; investigates, evaluates and makes recommendations regarding risks and claims; coordinates the settlement of liability claims within authority; interviews claimants, employees and witnesses; negotiates settlements and prepares recommendations for rejection of claims.
- Coordinates and authorizes medical care and treatment for industrial injury or illness; administers and makes recommendations with regard to applications for industrial disability retirements.

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- Directs the preparation of a variety of studies and reports relating to current and long-range risk management program needs; reviews City property and operations for hazards and identifies areas of risk.
- Attends and provides staff assistance to the City Council and City staff; serves as a technical resource; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment; prepares correspondence, reports and recommendations for City Council and staff.
- Attends and participates in professional and community meetings; stays current on issues relevant to the fields of risk management; establishes and maintains a customer service orientation within the Department.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Risk Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible experience in risk management program administration, and a bachelor's degree in business, public administration, industrial engineering, or closely related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license may be required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of public risk management, safety, loss control, self insurance programs and property liability in the public sector; principles and practices of risk management program design and finance administration and evaluation; contract negotiation and administration; practices of loss recovery and related legal principles; insurance business terms, practices, principles and procedures; applicable statutory and case law regarding government tort liability, occupational safety and relevant risk management insurance issues; appropriate practices and procedures regarding insurance claims; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage and coordinate the work of the Risk Management Division; oversee and administer the City's claims management activities; negotiate insurance and risk management related agreements; negotiate and settle claims made by third party claimants as well as the City's own claims with its insurance carriers; develop and maintain citywide database of loss information, including relevant information on accident histories, injuries, property losses and related costs; read, interpret, draw conclusions and develop action plans based on information retrieved from citywide database of loss information; audit attorney bills, review litigation activities, make recommendations regarding these activities in the City's interest; develop and administer loss projections and insurance funding needs; negotiate and oversee contracts; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes, ordinances and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.