

**Class Title: Risk Manager**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Develops and recommends either internal or external risk management options. Plans, organizes, implements, and evaluates City risk financing and risk control plans to minimize adverse impacts to the City's operational and strategic goals. Develops, supports, and implements improvements to the City and departmental organizational climate, leadership development, and strategic initiatives.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages self-insurance claims procedures by developing, implementing, and monitoring the adjustment of liability, subrogation, and property loss issues, developing presentations to communicate risk management policies, monitoring the performance of and providing guidance to internal and outsourced claims services, and resolving unusual claims.
2	S	Identifies and analyzes the City's financial risk by gathering data from internal and external financial reporting systems, documents, and other sources, analyzing proposed and existing contracts, and reviewing concurrent and post event disaster plans.
3	S	Develops and recommends financing policies and processes by creating and applying financial algorithms to all sources of risk to evaluate the City's potential cost of risk, using risk as an advantage to promote financial and organizational improvements, and recommending a balance of conventional and cultural risk controls.
4	S	Develops and implements strategies to cultivate private and public sector markets to provide risk financing programs for liability, workers compensation, and diverse multi-location properties, through both purchased insurance and self-insurance plans by conducting industry research, interviewing service providers to determine whether or not to use their services, developing plan designs, procurement specifications and databases, and analyzing other public organizations to form cooperative risk financing plans.
5	S	Plans, recommends, and monitors the City risk financing budget and makes recommendations for the Department/Bureau operating budget by participating in Finance Department Budget team activities, and coordinating staff in the absence of the Director to develop improvements to the operating budget.
6	S	Supervises the risk management staff by monitoring and evaluating staff performance, assisting with their personal development, and determining the training, resource needs, and work processes necessary to improve their career opportunities.
7	S	Assists with insurance issues by facilitating the coordination of insurance coverage issues and financing options involving Workers' Compensation, disability management, and other risk-based plans.

**CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in Risk Management.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read codes, policies, contracts, proposals, professional articles, reports, memorandum, and general correspondence and business statistic applications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as basic algebra.
Writing	Work requires the ability to write policies, procedures, technical specifications for documents, memorandum, and general correspondence.
Managerial	Managerial responsibilities include developing and recommending City policies, developing claims adjudication processes, supervising various employees, and facilitating committee/workgroup performance.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with a broad spectrum of professional and social environments. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers, sales, and insurance representatives.

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax, inter-office, mail/memo distribution
Sitting	F	Computer, desk work, reading, answering phone, meetings
Walking	F	Inter-office, to/from meetings
Lifting	R	Files, containers
Carrying	R	Files, containers
Pushing/Pulling	R	File cabinet drawers
Reaching	F	File cabinet drawers, office equipment, telephone from desk
Handling	C	Files, containers, office equipment, office supplies, storage boxes
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	F	File retrieval, file cabinet drawers
Crouching	F	File retrieval, file cabinet drawers
Crawling	R	File retrieval, file cabinet drawers
Bending	F	File retrieval, file cabinet drawers
Twisting	F	File retrieval, file cabinet drawers
Climbing	F	Stairs
Balancing	R	File retrieval, file cabinet drawers, stairs
Vision	C	Computer, desk work, filing, reading, UDT application work
Hearing	C	Telephone, co-workers, staff, meetings, presentations, classes
Talking	C	Telephone, co-workers, staff, meetings, presentations, classes
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laptop computer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, Advantage Financial System software (AFIN), DBRS-budget software, third-party Administration database software, Internet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	C
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)