



Job Title	Risk Division Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	7	Job Code	18300

Class Specification – Risk Division Manager

Summary Statement:	
<p>The purpose of this position is to implement programs to protect City assets. This is accomplished by hiring, supervising, coaching, training, and evaluating a team of professionals who support the unit goal of claims adjusting for workers’ compensation and liability claims; providing safety programs; risk assessment and management; and overseeing the claims functions for workers’ compensation and liability by analyzing monthly reports and, in coordination with the CHHRO, recommends and implements measures to enhance risk performance for the City. The position is responsible for establishing, documenting, and maintaining safety policies, programs, and rules in coordination with City policy; monitoring and improving current programs and departmental safety issues; researching and analyzing risk as it pertains to various City departments; and composing program reports, procedures, and memoranda. Other duties include preparing requests for proposals and quotes; serving on various committees; protecting City assets by negotiating and procuring insurance, brokerage and risk management and safety related services; and developing an annual division budget.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Establishes, documents, and maintains safety policies, programs and safety rules by directing and monitoring safety analyst to ensure incidents are reviewed and actions are taken to prevent future loss; monitors practices by creating reports, evaluating accidents, locations, and work groups to determine more effective safety practices; develops and directs the City’s safety training programs; investigates claims and employee or citizen safety and risk related concerns; and reviews issues relating to hazardous materials and matters relating to various Federal environmental programs.
20%	Provides claims adjusting for liability and workers’ compensations programs by guiding and directing the self-insured and self-administered claim functions, policies, and procedures; networks with similar entities to share ideas; and monitors claim adjusting using computerized information system.



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20%	Administers risk management staff development by hiring professionals in the specialized areas to meet risk management team needs; supervises and coaches supervisors to be team leaders; coordinates staff development activities; ensures staff is trained and is kept abreast of new programs, technology and statutes pertaining to their expertise; arranges staff meetings; evaluates and mentors staff; and assists with performance plans.
20%	Assesses and minimizes risk to City assets by researching and analyzing risk as it pertains to various City operations; reviews risk management data information; networks with other similar entities; consults with brokers; and determines risk and implement risk management techniques to address the risk.
20%	Develops an annual division budget by monitoring the self-insurance loss funds and general budgetary loss projections utilizing risk management data information system reports; produces reports to charge workers' compensation premiums; and charges enterprises for property insurance.

Competencies Required:	
Human Collaboration Skills:	Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Reading:	Advanced – Ability to read and review literature, books, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math:	Intermediate – Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing:	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience



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and self-study.

Technical Skills Required:
 Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in risk management, business management, public administration, actuarial science, or a related field.

Experience: Five years of full-time responsible professional and exempt Risk Management or Human Resources program experience including two years of supervisory experience.

Education and Experience Equivalency:
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
 Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.



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Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. Outcomes determine effectiveness of job performance.

Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office Suite, HRIS software, RMIS software, and ERI platform.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2015