



Job Title	Risk Supervisor, Workers Compensation	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	6	Job Code	18310

Class Specification – Risk Supervisor, Workers Compensation

Summary Statement:	
<p>The purpose of this position is to supervise the work of the staff responsible for investigating liability and workers compensation claims against the City of Colorado Springs and its enterprises; ensuring compliance with excess insurance requirements; and compliance with state reporting requirements. This is accomplished by planning, prioritizing, assigning, supervising, reviewing, and participating in the work of the staff responsible for investigating liability and workers comp claims against the City and its enterprises. Analyzing and evaluating legal liability and damages, and mitigate, negotiate, and settle claims. Provide technical expertise in claim handling, monitor work activities to ensure compliance with field authorities, claim procedures, and establish policies and procedures.</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.
30%	Identifies resource needs and allocates resources accordingly; works with other City staff to develop policies and procedures; and makes recommendations for improvements to existing standards and procedures.
25%	Provides oversight and direction in the more technical and complex aspects of the work including claims investigations, subrogation, third part recoveries, and resolution of complex claims. Reviews claim files to ensure compliance with statutes, rules, policies, and guidelines.
20%	Trains and evaluates staff performance; responds to requests and inquiries from departments and the general public; and remains current in the requirements of Medicare mandatory reporting.
25%	Participates in litigation strategy development; reports claims to excess carriers as required for timely reimbursement of claim expenses; and completes NCCI experience modification filing annually.



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Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, 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 system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. 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 high school up to college. However, it may be obtained from experience 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 public administration, business administration, risk management, or a related field.

Experience: Five years of full-time responsible risk management experience including two years of administrative and/or supervisory experience.

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

AIC or ARM

Within 3 years of hire



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Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

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



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

Specialized Computer Equipment and Software: Microsoft Office.

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 2105