

**LEAD RISK ANALYST**

**DEFINITION**

Under supervision, performs professional duties in support of the City's comprehensive risk management and loss control program; and may provide lead direction to other Risk Analysts related to claim exposure, safety and liability on civil tort issues, or risk management software systems.

**SUPERVISION RECEIVED/EXERCISED**

This classification receives supervision from a Division Manager or designee. Exercises limited supervision; this class may make assignments and delegate work to support staff.

**DISTINGUISHING CHARACTERISTICS**

Lead Risk Analyst is a specialized professional class assigned to the Risk/Safety Management Division of the Department of Personnel Services. Incumbents are responsible for administering a caseload, and performing duties in the evaluation and administration of the City's loss control, liability, and other risk management programs. This class differs from Risk Analyst in that the latter does not have lead responsibilities. This class differs from Senior Human Resources/Risk Analyst in that the latter performs the more difficult and complex assignments and may supervise assigned staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but not limited to, the following:*

Investigates, analyzes, and manages personal injury, property loss, civil rights, employee practice and contract claims against the City; makes recommendations for resolution; negotiates settlements within assigned authority; and provides notice of loss and other pertinent information to carriers.

Inspects accident scenes, injuries, and property damage; interviews witnesses; collects and preserves evidence; prepares investigative reports; gathers and compiles reference materials to support position, and makes loss mitigation recommendations.

Seeks recovery of damages from responsible third parties who damage City property or cause injury to employees; collaborates with other Departments in the repair of damaged City property and filing of claims.

Meets and confers with legal counsel on various cases.

Participates in the administration of assigned programs.

Prepares and files with the courts necessary forms and documentation related to small claim judgments.

Serves as a liaison between Personnel Services and other departments; provides information and advice on risk management issues; investigates, mediates, and resolves complaints and allegations.

Responds to claims and reporting inquiries from internal and external parties, such as medical facilities, insurance companies, and attorneys.

Serves as a technical expert within applicable software systems; coordinates user access; addresses software related issues and errors; and makes recommendations for resolution.

Provides training and direction to staff on various processes including but not limited to, risk management, computer system utilization and recordkeeping.

Prepares reports, loss runs and other correspondence, and statistical materials; maintains records and files and monitors claims reporting.

Performs related work as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices, and associated laws related to public agency claims procedures and practices, including statute timelines.

Principles and practices of risk management, insurance and contracts.

Loss investigation and claims adjustment techniques used in the resolution of personal injury, property, and general liability claims.

The California State Labor Code relating to workers' compensation and industrial safety.

Research methods and reserving methodology.

Customer service concepts.

Modern office equipment and computer programs.

#### **Skill to:**

Safely operate a motor vehicle.

**Ability to:**

Analyze a variety of administrative problems; and ability to make sound policy and procedural recommendations

Operate and utilize related software and GIS mapping programs, and internal and external databases.

Interpret, apply and explain applicable laws, codes, ordinances, rules, regulations, policies and procedures.

Prioritize and assign work.

Conduct negotiations; prepare settlement documents.

Investigate and interview.

Gather and compile supporting resource materials.

Establish and maintain effective working relationships.

Establish and prepare clear and concise oral and written reports.

Establish and adjust meaningful and defensible care reserves.

Manage multiple priorities simultaneously, and complete projects independently.

Maintain accurate records and files.

Work in a changing environment.

Maintain confidentiality.

**MINIMUM QUALIFICATIONS**

Three years of experience as a Risk Analyst with the City of Fresno;

OR

Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, or a related field; and two years of experience in loss control, risk management, workers' compensation, insurance underwriting, or employee safety. Additional qualifying experience may be substituted for the required education on a year-for-year basis. Public agency/governmental claims experience desirable.

**Special Requirement**

Possession and continued maintenance of a valid California Driver's License is required.

Relevant license or certificate may be required.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_