

RISK ANALYST

DEFINITION

Under supervision, performs a variety of professional duties in support of the City's comprehensive risk management and loss control program.

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

Risk Analyst is a specialized professional class assigned to the Risk/Safety Management Division of the Department of Personnel Services. Incumbents assist in the evaluation and administration of the City's loss control, liability, safety, workers' compensation, and other risk management programs. 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 and property loss 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; 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.

Participates in the administration of assigned programs.

Conducts inspections to prevent accidents; investigates, analyzes, and reports accidents; develops and provides safety programs; administers various loss control activities.

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.

Prepares and/or conducts related training programs and workshops.

Prepares reports, correspondence, and statistical materials; maintains records and files.

Performs related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices, and associated laws related to personal injury, liability and property claims procedures and practices.

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.

Ability to:

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

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

Education:

Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, or a related field;

AND

Experience:

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 of a valid California Driver's License may be required at time of appointment.

APPROVED: _____ DATE: _____
Director of Personnel Services

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