

# **RISK MANAGER**

05110  
(Competitive)

## **DISTINGUISHING FEATURES OF THE CLASS**

The work involves responsibility for implementing, managing and coordinating programs relating to occupational safety and health, claims and insurance. This is professional level work which requires planning, organizing, actuating and evaluating risk of loss coverage programs (including self-insurance programs) to protect properties, physical assets and human resources from loss. An employee in this class develops programs in accordance with established procedures and applicable legislation to reduce risk of property, casualty and workers compensation loss. An employee in this class exercises supervision over professional, technical and clerical subordinates. General supervision is received from an administrative superior who allows the incumbent latitude for independent action and initiative in the area of occupational safety and health, claims and insurance management. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Manages a comprehensive municipal employees occupational safety and health program. Plans, recommends and implements programs designed to limit risk of loss to properties, physical assets and human resources as they apply to claims management, insurance and self-insurance plans and programs.

Recommends transfer of risk or retention of risk to the administration based on rates, exposure and cost.

Conducts meetings with department heads to develop and implement recommendations to foster employee safety.

Inspects or supervises inspections of city property, inclusive of work area and sites, to reduce hazards to property, employees and citizens.

Reviews procedures and recommends changes, as appropriate, to employee health insurance programs and policies.

Reviews claims procedures, including investigations and makes recommendations regarding disposition.

Exercises supervision over subordinate staff engaged in professional, technical and clerical activities in support of safety and health, claims and insurance management.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of principles and practices of occupational safety and health inclusive of applicable local, state and federal legislation.

Good knowledge of applicable legislation relating to property, casualty and workers compensation loss.

Good knowledge of principles and practices of risk management and asset protection program, including municipal governmental self-insurance program.

Good knowledge of employee health insurance programs.

Good knowledge of skills and techniques of supervision.

Ability to read, understand, interpret and apply technical, legal and financial data pertaining to risk management.

Ability to interpret and evaluate statistical data.

Ability to communicate orally and in writing, and to prepare reports as needed..

Ability to manage a comprehensive claim, safety and health program.

Physical condition commensurate with the demands of the position.

#### MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of

Regents to grant degrees with a baccalaureate degree and three (3) years of professional level work experience, or its part time equivalent, in developing and implementing programs for occupational safety and health or in the administration, verification and processing of health insurance, property, casualty, fire, disability or workers compensation claims; or,

B. Seven (7) years of paraprofessional or professional level work experience, or its part time equivalent, three (3)

years of which must have been professional level work experience in developing and implementing programs for occupational safety and health or in the administration, verification and processing of health insurance, property, casualty, fire, disability or workers compensation claim; or,

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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