

JOB TITLE
Risk Manager (MM)

JOB CODE
01750

DEPARTMENT
Personnel Services

TITLE OF IMMEDIATE SUPERVISOR
Executive Director, Personnel Services

JOB SUMMARY

Manages the City's liability, workers' compensation, and property risk programs, including loss control.

<u>TASK #</u>	<u>DESCRIPTION</u>
1	Plans, organizes, directs and evaluates the operations of the Risk Management Division.
2	Detects risks, analyzes treatment options and determines risk financing solutions.
3	Identifies, negotiates, and procures the amount and form of property insurance and excess casualty insurance needed and desired.
4	Actively participates in risk/insurance joint powers authorities as the City's representative.
5	Manages the self-insured/administered liability claims program.
6	Manages the self-insured/administered workers' compensation claims program.
7	Supervises the City's loss control program including participating in safety committee meetings.
8	Reviews contracts, leases and purchase documents to ensure proper risk transferring mechanisms are in place through insurance, hold harmless clauses or avoidance.
9	Prepares the Division's budget.
10	Supervises, sets priorities for, and evaluates subordinates.
11	Performs other related duties as required.

MINIMUM OR DESIRED QUALIFICATIONS:

Five years of progressively responsible risk management experience, including management of insured, self-insured, self-administered and pooled programs. A bachelor's degree in Business Administration, Public Administration or related field and some formal training courses in risk management, or insurance-related subjects may be used in conjunction with experience to meet the necessary requirements. An ARM designation is desirable or any equivalent combination of training and experience which provides the following knowledge, skills and abilities is also acceptable.

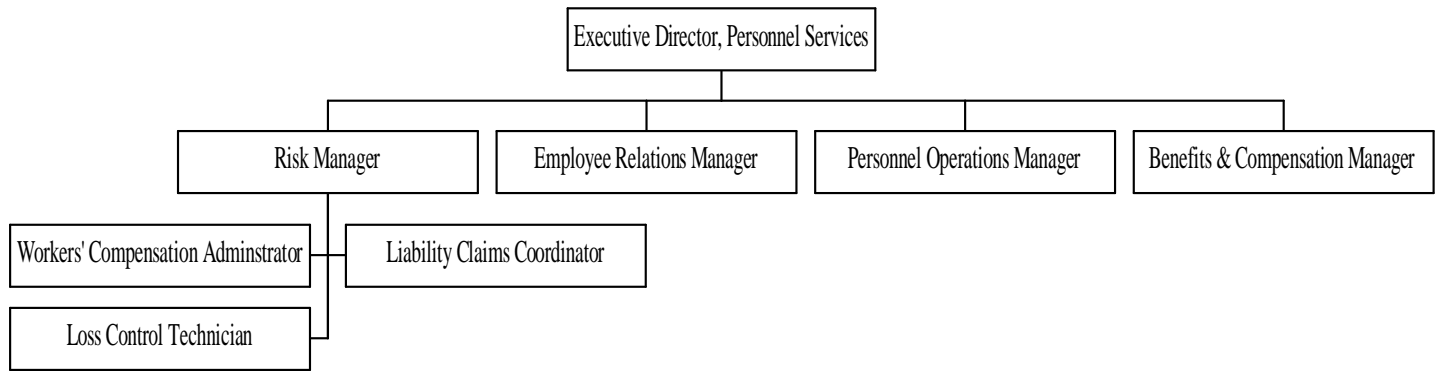
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Extensive knowledge of: Risk management and loss control principles and techniques, insurance policies, liability and workers' compensation laws in addition to claim settlement procedures. Knowledge of accounting principles, financial management statistical and financial analysis, purposes for and ramifications of actuarial studies, specification preparation, program evaluation and city government operation.

Ability to: Plan, organize and supervise the work of related professional, technical and clerical staff; conduct risk management analysis, evaluate statistical data and effectively present facts, conclusions and recommendations; establish and maintain effective working relations with other City employees and business contacts.

ORGANIZATIONAL RELATIONSHIPS



Class title established per Council Resolution No. 80-108, effective 7-1-80

Class specification reviewed: 8/02

ADA approved: 07/02