

IMPERIAL COUNTY

CLASS TITLE: RISK MANAGEMENT ANALYST III - CONFIDENTIAL

BASIC FUNCTION:

Under the direction of the Risk Manager, assist in developing, implementing and administering a program of comprehensive risk management for the County that includes workers' compensation, safety and loss prevention in compliance with Cal/OSHA, liability claims management, insurance and financial management, and ADA: prepare budgets and develop cost allocations for assigned programs.

DISTINGUISHING CHARACTERISTICS:

The Risk Analyst III classification is the advanced-level class in the series. Incumbents perform complex and varied risk management duties, which require substantial knowledge of risk management procedures. The Risk Analyst II classification is the experienced-level classification in the series. Incumbents perform average-level duties in risk. The Risk Analyst I classification is the entry-level training classification. Incumbents in this class require close supervision. The Risk Management Analyst series is assigned to the Risk Management Division and operates with countywide accountability as an operational unit.

REPRESENTATIVE DUTIES:

Assist with the planning and coordination of risk management functions for the County, including risk funding, workers' compensation, liability claims, safety and loss prevention, insurance and unemployment programs.

Prepare financial plans, review budgets and cost allocations for assigned programs assuring proper cost allocations through appropriate internal service funds.

Develop, evaluate and recommend objectives, policies and procedures for the various risk programs; including claims administration and CAL assuring prompt notification of losses.

Coordinate investigations with staff; analyze liability claims; make recommendations regarding disposition of cases.

Coordinate legal representation of Liability and Workers' Compensation claims by contacting attorneys, claims adjusters and physicians; assign lawsuits to attorneys monitoring progress and costs.

Review insured and self-insured programs for adequate coverage and cost effectiveness; write specifications; and requests for proposals for purchase of, and negotiate contracts for, insurance.

Review actuarial studies and develop recommendations to provide for the most cost effective benefits within County policy and Board of Supervisors directives.

Review County contracts and leases for reduction of risk exposure and analyze insurable and uninsurable risks as well as methods of transference of risk; develop departmental premium rates; provide for proper charges to departments.

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Review certificates of Insurance for sufficiency of contract requirement.

Coordinate the County's bonding programs, including examination of public officials bond needs, and performance bonds of contractors.

Review and analyze new statutes, case law and regulations to determine their impact on County insurance activities.

Make group presentations concerning risk management issues.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Risk management principles and practices including liability, unemployment insurance, workers compensation and Cal/OSHA safety compliance.

Finance and budgeting related to risk management programs.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Basic computer operation.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Basic research methods.

Research methods and report writing techniques.

Laws, rules and regulations related to assigned activities.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan and control the County's risk management program.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Compile and verify data and prepare reports including budgets and financial reports.

Operate a computer terminal to enter data, maintain records and generate reports.

Prioritize and schedule work.

Interpret and explain policies, procedures, rules and regulations.

Implement department and program objectives and goals.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Three (3) years at the level of Risk Management Analyst II,

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OR a bachelor's degree in public or business administration, accounting, economics, finance or a related field and four (4) years of progressively responsible experience managing a risk program in a public or private entity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Office environment.

Physical abilities required include speaking and exchanging information.