



CLASS SPECIFICATION

Class Code: 0155
Date Est: 9/90
Last Rev: 3/2006
Last Title Chg:
FLSA: Exempt

SENIOR RISK MANAGEMENT ANALYST

DEFINITION

Under general direction, provides administrative support for risk management, benefits, safety, worker's compensation and insurance programs; develops analyses of County programs and prepares recommendations to reduce the potential liability of the County and insurance costs; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in risk management, public administration, business administration or a closely related field, plus three years experience in or related to Risk Management in the private or public sector which included analysis and program development; OR an equivalent combination of training and experience.

Completion of the A.R.M., C.P.C.U. program or other related Risk Management Certification program will substitute for one year of experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Conduct internal and external investigations by reviewing accident/incident reports and making detailed inquiries into the circumstances and monitoring claim files, in order to develop reserve, defense and/or settlement recommendations for the Risk Manager.

Conduct reviews and inspections of County departments to assess risks and exposure; develop loss control prevention recommendations and/or appropriate modifications to reduce potential liability.

Create and maintain a county-wide data base for loss statistics and risk management information, including property data regarding buildings, contents and current values, for the purpose of developing insurance bid documents; perform statistical analyses of collected data and produce reports as requested.

Collaborate with departments and/or interdepartmental committees, using collected data and analysis to develop plans and programs to reduce the frequency and/or severity of losses.

Assist with the review of contracts and development of insurance specifications for use by departments in negotiations with outside vendors/contractors.

Prepare and market County's insurance programs and develop information needed to market the programs.

Respond to risk management and insurance questions from departments.

Develop training programs designed to reduce or prevent risk/loss to employees, the public or premises and facilities and present to County departments.

May represent Washoe County and/or the Risk Management Program in the absence of the Risk Manager, as delegated.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Public sector risk management principles and practices.

Federal, state, and county laws, regulations, and ordinances applicable to risk management.

Property and liability insurance markets available to Washoe County.

Computer database systems and software used by Washoe County Risk Management.

Relationship of the County's Risk Management Division with other County departments.

Ability to:

Make effective presentations before boards, commissions, legislative committees and other groups.

Develop and enhance computer data systems.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Generally accepted risk management practices and procedures.

Property and liability insurance requirements.

Statutory requirements related to public sector tort claims and liability coverage.

The insurance industry and available markets.

Office equipment including computers and common computer programs.

Ability to:

Perform effective claims investigations and develop recommendations for settlement.

Analyze data and develop clear, concise recommendations.

Interpret and apply regulations, policies, and procedures.

Communicate clearly and concisely both orally and in writing.

Maintain effective working relationships with the public, County employees, and representatives of other departments.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment. Ability to occasionally work outdoors in various types of weather. Ability to use standard office equipment including computers, telephones, calculators, copiers, and fax machines.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date March, 2001