



## CLASS SPECIFICATION

Class Code: 60002325  
Date Established: 12/1983  
Last Reviewed: 11/2023  
Last Revised: 11/2023  
Last Title Change: 06/2012  
FLSA: exempt  
Probation: 12 months

### RISK MANAGEMENT ANALYST

#### **DEFINITION**

Under general supervision, manages the County claims, risk management, safety, and compliance programs 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, industrial hygiene and safety, occupational health and safety, or closely related field, AND three years of full-time experience administering, adjusting, evaluating, and validating workers' compensation claims and /or property and bodily injury related claims and performing inspections of building and facilities for occupational safety OR an equivalent combination of related training and 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.)*

Manage the County Self-Insured Claims including the Workers' Compensation and Safety Programs, by coordinating services, resolving concerns and issues between claimants, claims administration, legal counsel, and concerned departments; process and adjust in-house claims ensuring benefits and payments are properly administered, and maintain claim files, loss data and statistics to ensure the integrity of the program.

Manage the County Auto, Property and General Liability Claims Program to ensure governmental compliance, including compliance with Department of Occupational Safety and Health (OSHA) standards, Division of Insurance (DOI), and the Division of Industrial Relations (DIR).

Perform advanced technical and analytical reasoning, exercising judgment and initiative in resolving self-insured claims, insurance carrier claims and claims administered by the County's third-party administrator; consult with County departments and divisions to minimize risk and safety exposures, work closely with supervising management to initiate actions to prevent incidents from occurring, reduce the liability and insurance costs of the County by instituting effective controls.

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 cost, reserve, defense and/or settlement recommendations for the Risk Manager.

Develop, plan, and coordinate training courses to enhance safety at County properties or worksites to prevent risks to employees, the public, and the facilities by providing employees with generally accepted

work behaviors, hazard assessment and control plans, and evaluate the effectiveness of training programs by using pre and post training loss data and prepare reports for distribution to appropriate staff on training results.

Maintain countywide database related to self-insured claims for loss statistics, trend analysis, and risk management information; analyze data to justify budget requests and administer a charge back system for workers' compensation costs.

Conduct safety inspections of County facilities to assess OSHA compliance, risk and loss exposure; develop loss control prevention recommendations and/or appropriate modifications and initiate work orders as needed to reduce internal and external loss exposure.

Conduct special projects, assignments, and activities, performing specialized research on claims and issues to include writing reports, interpreting data, and justifying recommendations; may provide staff support to the Risk Manager for ongoing claim investigations and administrative and legal proceedings.

Serve as information resource on County risk and safety policies, practices, and procedures, responding to inquiries on the telephone and in person, interpret and apply risk rules, procedures, and provisions of collective bargaining agreements to resolve any risk or workers compensation claims and to resolve problems and complaints.

Compile data and prepare governmental compliance reports for filing, including the annual OSHA 300 Report, the Bureau of Labor Statistics Report and the NRS Tort Report.

Evaluate the impact of new and revised regulations to determine the impact on County work policies and procedures; develop or modify County hazard assessments and control plans to ensure compliance with OSHA standards; attend legislative hearings and provide testimony as required.

Return employees to work within the restrictions imposed by treating physicians by working with departments to establish light duty assignments for injured employees; interface with the County's Third-Party Administrator and/or insurance company adjuster to ensure that all claimants are receiving appropriate medical treatment and other claims related benefits.

Represent the County at hearings pertaining to appeals of claims, county review boards, and legislative hearings related to the County's Workers' Compensation Program and attend hearings as necessary regarding restitution requests related to other Self-Insured claims.

Consult with other agencies and subject matter experts and research trends to remain aware of the most current methods and procedures for workplace safety and to adjust current training practice(s) to take advantage of new practices and techniques.

Update records, compile and retrieve data, administer claims payments, produce spreadsheets and reports for staff by using software options and applications to generate customized data and information.

Initiate and maintain a variety of resource materials, files, and records (computerized and manual), including confidential files and records; maintain control files on matters in progress; maintain and update resource materials.

Assume appropriate roles within the Regional Emergency Operations Center when it is activated and participate in the Emergency Preparedness Committee meetings and activities.

Ensure that county personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

### **Knowledge of:**

Department/divisional policies and procedures.

Organizational structure of Washoe County.

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

Pertinent state and local laws, statutes, codes, regulations, and standards related to public buildings and Workers' Compensation legislation.

Terms and acronyms commonly used in the assigned function.

Computer software specific to the department/division.

### **Ability to:**

Develop and implement recommendations for safe workplace procedures and cost-effective services; make presentations, using visual aids and other materials, to individuals and groups.

Manage the operations and services of program functions to accomplish established goals and optimize efficiency.

Write training manuals and prepare training materials.

**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.

Worker's Compensation rules, regulations, and procedures.

Techniques and methods used in presenting training to individuals.

Methods and techniques of administrative data collection and analysis.

OSHA and EPA methods and standards for the safe handling and storage of toxic materials such as commercial solvents, printer inks, and chemicals.

The insurance industry and available markets.

Property and liability insurance requirements.

Principles of basic fiscal, statistical, and administrative data collection.

### **Ability to:**

Analyze information, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Recognize politically sensitive situations and handle them with tact, objectivity, and fairness.

Plan and organize work to meet schedules and timelines.

Maintain confidential information in accordance with legal standards and/or County regulations.

Identify safety violations and possible solutions.

Interpret applicable federal, state, and local regulations and requirements pertaining to program area.

Write correspondence, memoranda, narrative and statistical reports and other documents.

Interpret and apply regulations, policies, and procedures.

Research, compile, tabulate, analyze, and interpret data and information.

Work cooperatively with other departments, divisions, outside agencies, management, staff, legal counsel, and other public entities or companies.

Operate a personal computer and a variety of commercial software.

Communicate orally and in writing in a clear, concise manner.

Establish and maintain effective working relationships with those contacted in the course of work, including possessing excellent customer service skills and sensitivity in addressing difficult situations regarding claims and incidents.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Work is performed in a professional office environment and various indoor and outdoor off-site locations. Ability to lift and move objects weighing up to 25 lbs. and conduct inspections of properties with varied walking surfaces. Ability to use standard office equipment including computers, copiers, telephones, 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.*