

## RISK MANAGEMENT ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in the analysis and inspection of all County operations and functions as part of a comprehensive risk management and loss control team. An incumbent is responsible for a full range of loss control and safety inspection and analyses over all County operational functions and locations. Work is performed with considerable independence of action with latitude given for the exercise of independent judgment within established policy, subject to final approval by a higher authority. Extensive field work and extended hours during a risk management high-priority operation or catastrophic event is required. A staff relationship is developed with department heads and/or their managerial/administrative staff, particularly the Safety Directors, in all County departments in order to keep informed of all developments and changes in their departments that impact Risk Management activities. Supervision is not a regular responsibility of this class. Does related work as required

### EXAMPLES OF WORK: (Illustrative Only)

Gathers information on the current and projected activities of County departments to determine applicable risk management impact on Self-Insurance Fund and insured programs;

Analyzes current departmental activities from both a safety and loss control viewpoint;

Develops statistical data related to the frequency and severity of loss on both a Countywide and departmental basis;

Reviews non-recurring and capital budget submissions with the appropriate Budget Analyst to identify any impact on Risk Management issues;

Conducts field safety and loss control inspections of all County facilities;

Assists in the development of policies and procedures for all aspects of loss control, including, but not limited to, personnel and vehicular safety, fire prevention, emergency evacuation of County buildings and legal liability;

Assists the Contracts Division of the Law Department with the development of indemnification requirements for contracts;

Reviews all contracts for conformance with Risk Management specifications and issues waivers for exceptions that are approved by the Director of Risk Management;

Identifies, evaluates and monitors all County activities that may result in loss or risks; recommends alternatives that reduce, transfer or suppress risk where possible; and evaluates insurance or self-funding alternatives for non-transferable risks;

Makes recommendations to the Director of Risk Management on environmental issues, practices and procedures aimed at limiting long-term liability;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Conducts regular reviews and audits of claims processed for losses and the processing procedure;

Monitors financial system reports for departmental charges and costs related to self-insurance;

Coordinates the County Safety Program with all Safety Directors in the various County Departments via regular formal meetings and training sessions throughout the year;

May provide assistance to local Fire Departments in the development and implementation of fire and emergency evacuation procedures from County facilities;

Develops and implements the automated Safety and Loss Control Risk Management Information System;

Reviews claims to insure adequate justification and funding reserves under the self-insurance plan;

Uses automated systems or other computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the Occupational Safety and Health Act and Federal Right to Know laws as they apply to employment risks and hazards; good knowledge of all property and casualty insurance; good knowledge of New York State motor vehicle laws; ability to recognize safety hazards and develop a comprehensive program of loss prevention for the County; ability to document safety loss control inspection reports; ability to investigate vehicular accidents and property damage and prepare appropriate reports; ability to think logically; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* which included course work specializing in insurance and three years of experience with a public agency or private industry involving insurance claims, claims adjustment, or safety loss prevention programs.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree\* in Business Administration, Public Administration, or a closely related field may be substituted on a year for year basis for up to two years of the above experience.

SPECIAL NOTE: Possession of a valid license to operate a motor vehicle in the state of New York.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.