

## RISK MANAGER

**General Statement of Duties:** Manages, directs, and coordinates the activities of Risk Services including identification, evaluation, and control of potential exposure to financial loss. Maintains City insurance policies and endorsements. Manages safety and health employee benefit programs. Coordinates services and training with all City departments. Does other related work as required.

**Supervision Received:** Works under the general direction of the Finance Director, who reviews work for conformance to City standards.

**Supervision Exercised:** May exercise supervision over subordinate personnel.

**Key Performance Areas:**

1. Safety and Health Programs
  - A. Monitors and coordinates the City's Occupational Safety and Health Programs.
  - B. Conducts inspections and evaluates work sites to maintain safety of operations and compliance with key OSHA standards.
  - C. Provides direction and support to the City Safety Committee.
  - D. Administers, coordinates, and audits accident prevention and safety awareness training programs.
  - E. Coordinates annual employee audiometric testing program.
  - F. Monitors and coordinates City defensive driving program.
  - G. Coordinates Employee Assistance Program (EAP).
2. Property/Casualty/General Liability
  - A. Identifies and analyzes risks and hazards to which the City, its employees, and/or the general public may be exposed.
  - B. Advises and reports on methods of avoiding or handling risk.
  - C. Manages contract between the City and insurance provider.
  - D. Coordinates investigations and assists with litigation.
  - E. Pursues timely resolution of claims.
  - F. Evaluates loss statistics and trends.
3. Workers' Compensation
  - A. Represents City in contract negotiation and management with insurance provider.
  - B. Monitors and investigates claims issues and audits case resolutions.
  - C. Assists City departments in developing modified and limited-duty assignments to expedite return to work of injured workers.
  - D. Pursues all available subsidy reimbursements under the State of Oregon Preferred Worker and Employee At Injury Programs (EAIP).
  - E. Monitors and may participate in Workers' Compensation Board hearing processes.
4. Unemployment Insurance Claims
  - A. Coordinates the City's self-insured program.
  - B. Monitors former employee benefit claims and administrative decisions. May participate in Employment Department hearing processes.
5. Employee Benefits Administration
  - A. Administers employee health, life, and disability insurance plans.
  - B. Provides direction and support to the Cost Containment Committee.
  - C. Reviews insurance markets and assesses loss trends, expenses, and reserve and revenue requirements.
  - D. Directs coverage and service negotiations with insurance carriers.

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- E. Contracts and monitors the activities of actuaries, insurance agent of record, and other risk services providers.
  - F. Manages the City's deferred compensation plan under IRS Section 457.
5. State and Federal Regulatory Compliance
- A. Develops and maintains program policies and procedures for compliance with relevant regulations and requirements, including Affirmative Action (AA), Americans with Disabilities Act (ADA), Equal Employment Opportunity (EEO), Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), and Sexual Harassment.
  - B. Provides technical assistance and guidance to City management personnel.
  - C. Identifies, coordinates, and maintains supervisory and staff training requirements.
  - D. Responds to citizen and employee inquiries, complaints, and/or challenges.

**Desirable Qualifications:**

**Knowledge, Skills, and Abilities** - Knowledge of principles, practices, and techniques of establishing, maintaining, and modifying a comprehensive risk and benefits program, including insurance management, benefits administration, loss control, and claims administration; liability, property, workers' compensation and employee benefits insurance markets and coverage; federal, state, and local laws, codes, and regulations impacting risk and benefits administration; municipal budget preparation and administration, fund management, and insurance financing and allocation systems; research and reporting methods, techniques, and procedures, principles, and practices of supervision, training, and personnel management. Skill in analyzing problems and proposing solutions; and developing and interpreting policies, procedures, and contracts. Ability to effectively administer the activities and responsibilities of risk services; train and evaluate staff; interpret and apply federal, state, and local policies, procedures, laws, and regulations; administer contracts and evaluate contractors; facilitate problem solving among managers and employee groups; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with others, including City officials, department heads, employees, and the general public.

**Experience and Training** - Five years of responsible experience in an insurance-related field, industrial safety, public administration, law, or a related field, and graduation from accredited college or university with a bachelor's degree in business or public administration or a related field, or any satisfactory equivalent combination of experience and training providing the desirable knowledge, skills, and abilities. Master's degree desirable.

**Special Requirement** - Valid Oregon's driver's license.

Approved By:

  
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Human Resources Director

  
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City Manager

5/27/99  
Date

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