

## PRINCIPAL RISK MANAGEMENT ANALYST

### FUNCTION OF THE JOB

Under direction, to perform advanced professional work in the development, administration, coordination, and implementation of the County's comprehensive risk management programs; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Coordinates and implements comprehensive Countywide risk management programs for claims, loss control, and safety.
2. Administers County worker's compensation claims; assists with claims management of automobile and general liability claims and property damage claims.
3. Evaluates claims coverage, liability and damages; participates in the negotiation and settlement of contested claims; assists assigned legal counsel with the preparation of claims set for mediation or hearing; attends and testifies at restitution hearings; monitors appropriateness of case reserves; ensures proper recordkeeping and reporting.
4. Coordinates claim cost containment and recovery strategies including case management, surveillance, bill review, subrogation, and insurance recoveries.
5. Administers County worker's compensation disability pay program; authorizes disability pay and Temporary Total Disability (TTD) for eligible employees; and coordinates employee return to work and Transitional Modified Duty (TMD) programs.
6. Conducts periodic loss control and safety audits, inspections and job safety analysis to identify existing potential hazards.
7. Coordinates and performs accident investigations to identify causation and hazards.
8. Analyzes claims data and actuarial reports to identify loss trends.
9. Recommends and implements appropriate loss control and prevention measures.
10. Plans, develops, implements, and maintains Countywide safety policies and procedures in compliance with safety regulations including Occupational Safety & Health Administration (OSHA) and the Department of Safety & Professional Services (DSPS).
11. Prepares, distributes and analyzes annual OSHA and DSPS injury and illness reporting.
12. Coordinates industrial hygiene and medical monitoring safety programs.
13. Develops and implements safety education, training, and safety incentive programs.
14. Serves on safety committees and acts in an advisory capacity in all matters pertaining to loss control, safety and personal protective equipment.
15. Analyzes current and proposed safety laws, codes, standards, regulations, and technologies to determine impact on the County; recommends and implements required changes to existing policies and programs.
16. Monitors performance of service providers (third party claims administrators, nurse case managers, loss control and safety consultants, legal consultants).
17. Plans, assigns, reviews, and coordinates the work of risk management administrative support personnel.
18. Appears before and makes presentations to County Board committees.
19. Establishes and maintains effective working relationships with employees at all levels of the County, County Board committees, medical providers, attorneys, government agencies, and the general public.
20. Performs other duties as required.

## QUALIFICATIONS

### Essential Knowledge and Abilities

1. Comprehensive knowledge of risk management principles and practices, especially related to government agencies.
2. Comprehensive knowledge of property and casualty claims management principles and practices.
3. Comprehensive knowledge of safety and loss control principles and practices.
4. Comprehensive knowledge of health and safety laws, codes, standards, regulations, and technologies.
5. Comprehensive knowledge of state laws and regulations governing the administration and processing of worker's compensation claims.
6. Working knowledge of applicable computer systems, programs, and software.
7. Ability to research and analyze complex information; organize data; evaluate alternatives; and make appropriate decisions, judgments, and recommendations.
8. Ability to maintain accurate and detailed records and prepare and present comprehensive reports and recommendations.
9. Ability to participate in and/or lead work groups and coordinate, develop, and implement projects.
10. Ability to plan, organize, and prioritize multiple work assignments and projects.
11. Ability to travel to off-site locations within the County to perform claims investigations and loss prevention and control activities under varying weather conditions and physical terrains.
12. Ability to conduct a visual and auditory assessment and inspection of conditions at various site locations using various equipment to conduct measurements/assessments.
13. Ability to develop and utilize computer spreadsheet and word processing programs.
14. Ability to establish and maintain effective working relationships with employees at all levels of the County, County Board committees, medical providers, attorneys, government agencies, and the general public.
15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
16. Ability to communicate effectively both verbally and in writing and with groups or on a one-to one basis.

### Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in risk management; business or public administration; occupational safety; or a closely related field.
2. Three (3) years of progressively responsible professional work experience in the area of administering worker's compensation claims, safety programs, or insurance administration.
3. A master's degree from a recognized college or university in an area listed above may be substituted for one (1) year of the work experience requirement.
4. Valid driver's license.
5. One or more of the following certifications are desirable:
  - a. CPCU – Chartered Property Casualty Underwriter
  - b. ARM – Associate in Risk Management
  - c. ALCM – Associate in Loss Control Management
  - d. AIC – Associate in Claims