

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Risk Manager	CLASS. CODE: 0074
DEPARTMENT:	Human resources Department	FLSA: E
REPORTS TO:	Human Resources Director	DATE: 7/1/2002

Job Summary:

Administers and manages the self-insured workers' compensation and liability programs. Provides pro-active and cost effective program by providing a safe work environment for city employees, fair and effective claims management; minimizes City exposures and maintains a safe environment for employees and members of the public who come in contact with employees as services are provided.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Negotiates insurance and broker contracts and recommends placement of insurance to protect City interests. Advises staff on insurance issues including contractual liability. Provides contact with insurance agents/brokers regarding contract coverage issues.
2. Analyzes case(s) and recommends retention of specified outside counsel on complex cases requiring special expertise; works directly with attorneys recommending and approving strategy, monitors work product.
3. Coordinates activities of in-house and outside counsel on varied litigation ranging from defense of officer involved shootings to landslides, traffic accidents, sewer backups, etc.
4. Manages, directs and evaluates risk management section activities.
5. Develops procedures and advises City departments in methods to reduce exposure to liability and to reduce claims.
6. Informs City employees of changes to laws and regulations; assures appropriate training is provided and program are established to ensure compliance with OSHA and other applicable regulations.
7. Represents City in State and Federal Court settlement conferences, settle claims, subject to council approval; represents City at varying levels of litigation to and including 9th Circuit Court of Appeals and State Supreme Court.
8. Approves and monitors noncompensable employee injuries and illnesses; clarifies restriction with physicians, as necessary; accepts or reject temporary limited duty positions dependent upon risk presented to City.
9. Provides active oversight of the City's self-insured workers' compensation program; administers third party administrator contract and activities; ensures City program is in compliance with state law and administrative rules.
10. Provides active oversight of the City's self-insured liability/auto program; administers independent adjuster contract; reviews adjuster recommendations and make decisions regarding liability and payment of claims.
11. Prepares division budgets for self-insured workers compensation and liability programs; analyzes claims (5 year period) and establishes rates for departmental/divisional assessments for liability/auto claims.
12. Manages workers' compensation and liability monies including prior year claims reserves, contingency, and catastrophic loss reserves.
13. Supervises technical and clerical staff; hires, evaluates work performance and issues discipline.

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14. Coordinates alcohol/drug policy compliance including intervention with employee, employee/counselor contact, last chance agreements, ensures appropriate treatment and employee compliance through ongoing contact with counselors.
15. Prepares bid documents, rate proposals, interview proposers, hires contractors/administers contracts and ensures compliance of workers' compensation.
16. Acts as third party administrator, liability claims adjuster, bloodborne pathogen program provider, and broker of Record; manages drug and alcohol testing, respirator testing, training and record keeping.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Develops programs and bid documents; administers providers of random drug testing, and acts as City bloodborne and airborne pathogen program contractor; oversees RNs, medical treatment and records.
3. Manages and oversees compliance of employees requiring and/or going through drug and alcohol treatment programs; writes and administers last chance agreements, works with individual employees, physicians and treatment providers.
4. Prepares and/or monitors reports to line departments of loss experience; provides consultation in loss reduction and prevention.
5. Provides point of contact and resolves problems for employees on workers' compensation issues.
6. Provides point of contact for citizens; works with line departments to identify responsible department and responder(s).
7. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in safety, business administration or a related field; and,
Five (5) to seven (7) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- None required.

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KNOWLEDGE AND ABILITIES:

Knowledge of:

- Administration of self-insured workers' compensation and liability programs and loss prevention.
- Principles and practices of risk management, workers' compensation laws and rules, OR-OSHA and Fed-OSHA laws and rules and safety and loss prevention techniques and practices.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Establish and maintain strong working relationships and communication with all levels of City staff, citizens and members of the business community.
- Multi-task and rapidly move from subject to subject.
- Obtain required information and make decisions regarding a variety of issues on a short-time frame.
- Research, write and verbally communicate concisely and effectively.
- Respond to emergency situations on short notice during all hours and days.
- Develop and maintain interpersonal relations.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand for extended periods on occasion.
- Operate motor vehicles.
- Bend, kneel, or stoop.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.