

<b>Job Class Code: 0285</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION**

The purpose of the class is to assist the Risk Manager in the oversight and maintenance of the City's Risk Management Program. The class is responsible for staff supervision, administering and/or assisting with risk analysis, insurance coverages, claims, occupational health and safety education, safety program development and workers' compensation administration. The class works within broad policy and organizational guidelines; plans programs and reports progress of major activities through meetings.

**TYPICAL TASKS**

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Assists in the planning and administration of a comprehensive City-wide Enterprise Risk Management program.
- Assists staff in performing risk analysis and makes recommendations or decisions in compliance with state and federal codes, regulations, and laws.
- Assists in the administration and negotiation of claims; responds professionally to complaints concerning claim outcomes.
- Assists staff with coverage, investigation, reporting, and documentation.
- Assists with the development and preparation of the annual departmental budget, expenditures, financial forms and reports.
- Sets up insurance claims, provides claim analysis in determining liability as well as subrogate for third party damages and set up payment for liability damages.
- Gathers and maintains information/data to support periodic and special reports; documents activities and events for area of responsibility.
- Stays abreast of current state and federal codes, regulations, and laws governing area of responsibility including professional development that enhances the division's performance.
- Attends or conducts staff meetings to exchange information; attends professional seminars or conferences to improve professional skills.
- Makes field visits with staff to departments, City facilities or work sites on an as-needed basis.
- Works with the City Safety Officer to enhance the City wide safety program and make appropriate site visits and inspections.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Assists in planning or directing others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Provides advice or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, and/or computes ratios, rates, and percentages.
<b>Language Requirements</b>	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
<b>Mental Requirements</b>	Performs professional level work requiring the application of medical, accounting, legal,

	or managerial methods in the solution of medical, legal, technical, or administrative problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Supervises others in the development of procedures and constant decisions affecting subordinate workers, claimants, and others in the general public.

**KNOWLEDGE, SKILLS, AND ABILITIES**

<b>Knowledge</b>	Familiarity with basic workers' compensation principals, practical experience with OSHA standards, fundamentals of insurance and claim handling.
<b>Skills</b>	Office computer skills, to include Office and database claims software, ability to interpret statistics, collect data, report writing and have effective oral communication skills.
<b>Abilities</b>	Must possess good customer relations, ability to mediate disputes, have excellent negotiation skills and have the ability to create solutions for complex issues.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in industrial safety, business administration, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record in compliance with City driving standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.*