

Job Class Code: 0290	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee and manage the City's Risk Management Program. The class is responsible for staff supervision, planning, policy, training, budget, insurance claims, risk analysis, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Plans, administers, and coordinates a comprehensive City-wide program for risk management.
- Performs risk analysis and makes recommendations or decisions in compliance with state and federal codes, regulations, and laws.
- Supervises conflict with claimants; negotiates claims or assists in negotiations; responds to criticism of handling or decision of claim.
- Determines and controls professional service; provides broker/agent service.
- Assists subordinates with coverage, investigation, reporting, and documentation.
- Develops and prepares annual departmental budget; oversees and approves expenditures; prepares financial forms and reports.
- Sets up insurance claims and pays bill.
- Gathers and maintains information/data to support periodic and special reports documenting activities and events for area of responsibility.
- Stays abreast of current state and federal codes, regulations, and laws governing area of responsibility.
- Attends or conducts staff meetings to exchange information; attends professional seminars or conferences to improve professional skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, and/or computes ratios, rates, and percents.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	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.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, claimants, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in industrial safety, business administration, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City driving standards.
Special Requirements	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.

AMERICANS WITH DISABILITIES ACT (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 individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/24/2020