

CITY OF CLARKSVILLE
Human Resources
CLASS SPECIFICATION TITLE: RISK MANAGEMENT ANALYST

<u>BAND</u> C	<u>GRADE</u> 5	<u>SUBGRADE</u> 1	<u>FLSA STATUS</u> Exempt
<p><u>CLASS SUMMARY:</u> This is the fourth of four levels in the Risk Management series. Incumbents plan, coordinate and implement a comprehensive risk management program. Responsibilities may include evaluating risks and identifying and implementing appropriate responses; determining the need for third party or self insurance; selecting third party insurers; investigating, evaluating and monitoring liability claims; compiling and analyzing financial information; inspecting City facilities for risks and liabilities; and developing and presenting loss control training. Incumbents supervise lower level staff.</p>			

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>	<u>BAND/ GRADE</u>
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 10%	C5
2.	Evaluates risk and identifies and implements risk-reducing solutions; assesses current insurance policies and determines if additional insurance coverage is necessary; renews policies at expiration.	Daily 25%	C4
3.	Assesses the need for third-party or self-insurance solutions; determines if self-insurance is feasible; selects third-party vendors as necessary.	Weekly 15%	C4
4.	Investigates various types of insurance claims made against the City; enters claims into database; analyzes financial information to determine if reserves exist.	Daily 25%	C4
5.	Designs, implements, and facilitates loss control training for employees.	Monthly 10%	C4
6.	Reviews claims; investigates as necessary; may negotiate or settle claims.	Daily 5%	C4
7.	Prepares a variety of operational documents including training materials, operational records, and/or related documents; maintains related operational databases; distributes information and documents as necessary.	Daily 10%	B2
8.	Performs other duties of a similar nature or level.	As Required	N/B

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TRAINING AND EXPERIENCE (positions in this class typically require):

Bachelor's degree in risk management or a related field and five years experience in risk management, safety and loss control, or a closely related field; a juris doctor or masters degree is strongly preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- None.

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Risk management principles and practices;
- Insurance principles and practices;
- Health and safety principles and practices;
- Financial analysis principles and practices;
- Financial statement review practices;
- Applicable Federal, State, and local laws, rules, and regulations;
- Customer service principles;
- Investigative techniques;
- Negotiation methods.

SKILLS (position requirements at entry):

Skill in:

- Monitoring and evaluating employees;
- Providing customer service;
- Analyzing financial information;
- Conducting investigations, adjustments, and risk assessments;
- Developing training programs;
- Reviewing financial statements;
- Interpreting and analyzing applicable Federal, State, and local laws, rules, and regulations;
- Negotiating and settling claims;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to travel.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASSIFICATION HISTORY:

Draft prepared by Fox Lawson & Associates, a Division of Gallagher Benefit Services, Inc. (CMC)
Date: (09/2010)

SALARY

Grade C – 51 \$52,151 (Min) \$62,581 (Mid)

Please complete the City of Clarksville application available at the Career Service Center of TN –
350 Pageant Lane – Clarksville, TN 37040

Or please send a resume to recruiter@cityofclarksville.com.